



Dear Mentor,

Thank you for your willingness to serve as a DSOM Ministerial Internship Mentor. Pastor Kermit and I are very grateful for your partnership as we seek to equip the called!

The internship requires the student to work with a mentor to gain insight and wisdom from your experience and knowledge in ministry. And when possible, learn from hands-on experience in various ministry activities outlined in the mentor manual.

The student will provide you with the mentor manual. It consists of 12 lessons, each designed around a meeting with you. It is intended that such meetings occur regularly, for approximately one hour each. Whenever possible please meet with the student(s) on a weekly basis. It may be necessary to combine a couple of chapters. **Please do not combine more than two chapters into one session.**

**Students will need to get started on the internship course right away with the goal of completion by December 3, 2022.**

Each unit in the course manual addresses different aspects of these areas of study: the heart of ministry, the tasks of ministry, the nature of ministry, and the life of ministry. Topics of study, discussion, and participation may include the ministry of teaching, preaching, evangelism, time management, benevolence, ordinances of the church, counseling, and/or finances. More information about how to use the manual can be found in the front of the mentor manual.

When possible, allow the student(s) to participate in a live experience (Wedding, Funeral, Sermon, etc.) otherwise a mock experience will suffice. Allowing them to obtain a general understanding of ministry will prepare them for the actual experience.

**IMPORTANT-** *If the student will be working with or be assigned activities that place him or her in direct contact with children or teens, please have them follow the same screening procedure and training that volunteers are submitted to at your church. If this is not available to you, affordable screening services such as <https://volunteer.fadv.com/pub/> will help you to complete this important step. You may also consider inviting the student to participate in this screening process to provide valuable insight and training in risk management as a church leader.*

Once you have completed all 12 lessons, **we ask that you submit the Mentor Evaluation Form and Final Evaluation Form at the end of your time with the student.** These forms can be found in the mentor manual. I have provided them in this packet for your convenience. Please do not give the completed form to the student or send to GU but instead submit directly to the DSOM Office. **The Mentor Information Form and Final Evaluation Form should be submitted to the DSOM Office;** options are as follows:

Scan/email to [kcarver@northtexas.ag](mailto:kcarver@northtexas.ag)

or Fax to 682-747-6848, Attn: DSOM Office

or Mail to NTD, Attn: DSOM Office, PO Box 838, Waxahachie, TX 75168

The last few pages of this packet is a copy of the guidelines that are given to the student regarding this course. I have included it in hopes that it will provide further information and answer any questions you may have. These same guidelines can be found on the DSOM website at [www.ntdsome.org](http://www.ntdsome.org) under the Current Student Information tab.

Please do not hesitate to contact me at 817-284-4856 or [kcarver@northtexas.ag](mailto:kcarver@northtexas.ag)

Thank you so much for serving as an internship course mentor! You are very much appreciated!



*Kathy Carver*

District School of Ministry Assistant Director

Credential Coaching Specialist

817-284-4856 | [kcarver@northtexas.ag](mailto:kcarver@northtexas.ag)

[northtexas.ag](http://northtexas.ag) | [ntdsom.org](http://ntdsom.org)

**North Texas District Council of the Assemblies of God**

Monday-Thursday | 9:00 am-5:00 pm

5241 FM 66, Waxahachie, TX 75167

PO Box 838, Waxahachie, TX 75168

*We are all about you and your ministry calling!*

**Advanced Ministerial Internship, Third Edition**  
**MIN391**

## Mentor Information Form

*Please complete both sides of this form.*

### Student Information

|                 |                   |
|-----------------|-------------------|
| Student Name    | Student ID Number |
| Street Address  |                   |
| City, State Zip |                   |

### Mentor Information

|                         |
|-------------------------|
| Mentor Name             |
| Street Address          |
| City, State Zip         |
| Mentor Telephone Number |
| Mentor E-mail Address   |

### Mentor's Ministerial Credentials

- Certified minister
- Licensed minister
  - Preaching Ministry
  - Specialized Ministry
- Ordained minister

As part of the Assemblies of God education requirements for candidates seeking ministerial credentials, your evaluation is critical in this student's ministry preparation. A credentialing body may solicit your evaluation of this candidate's suitability for ministry credentials. By virtue of enrollment in Global University, the student gives permission for this information to be shared with General Council credentialing bodies. Your signature below authorizes Global University to share your evaluation with credentialing officers of the Assemblies of God.

|                  |      |
|------------------|------|
| Mentor Signature | Date |
|------------------|------|

Mentor, please check the appropriate box below, expressing your opinion regarding the inclusion of the Student Manual at the back of the Mentor Manual:

- The Student Manual serves as a helpful for tool for me as a mentor.
- I do not need a copy of the Student Manual.

**Mail completed form to:**  
Global University  
1211 S. Glenstone Ave.  
Springfield, MO 65804  
Or Fax to: (417) 862-0863

## Advanced Ministerial Internship, Third Edition

MIN391

# Final Evaluation Form

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student ID number

Use this evaluation form to assess the student's fulfillment of this course's requirements and mentoring experience. Use the scale to evaluate the student, then note your observations as they relate to the student's mastery of concepts and skills and ministry readiness. (Review the lesson evaluations to refresh your memory of specific sessions.)

Your assessment represents five percent of the student's final grade for the course. The student's grade will not be released until this form is received by Global University.

**Please submit this completed form within one week of your final mentoring session.**

| 1                             | 2                    | 3                     | 4                       | 5                               |
|-------------------------------|----------------------|-----------------------|-------------------------|---------------------------------|
| fails to meet<br>expectations | needs<br>improvement | meets<br>expectations | exceeds<br>expectations | greatly exceeds<br>expectations |

**Please use numbers from the scale to rate each aspect of the student's performance and total the points on the last line.**

Initiative \_\_\_\_\_

Attitude \_\_\_\_\_

Participation \_\_\_\_\_

Assignment Completion \_\_\_\_\_

**Total** \_\_\_\_\_

Use the space below to summarize your observations and overall evaluation of the intern's fulfillment of the course requirements and readiness for ministry credentialing:

*Thank you for your service to the Lord, His kingdom, His church, and, most of all, to this student, who is preparing to answer God's call. We pray God will richly bless you for your investment in eternity.*



North Texas District School of Ministry  
Ministerial Internship Course Guidelines

2022

**Course Enrollment is open from  
September 1, 2022 - October 15, 2022**

### Internship Orientation

1. The final courses of the year on the DSOM schedule are:
  - a) the Beginning Ministerial Internship (Certified)
  - b) the Intermediate Ministerial Internship (Licensed)
  - c) and the Advanced Ministerial Internship (Ordained).
2. Course takes longer to complete and so students will need to begin working on this material while also keeping up with their regular month-to-month class.
3. Course requires the student to work with a local pastor/minister to gain hands-on experience in various ministry activities outlined in the course manuals.
4. There are 2 course manuals for this class, one for the student and one for the mentor.
5. The course manual consists of twelve chapters/lessons.
  - a) Each chapter/lesson is designed around a meeting with the mentor.
  - b) The student and the mentor both read the chapter/lesson and then come together for a meeting to discuss the material.
  - c) It is intended that such meetings occur regularly, for approximately one hour each.
  - d) Whenever possible, the student should meet with the mentor on a weekly basis.
  - e) It may be necessary to combine a couple of chapters/lessons. Students and mentors should not combine more than three chapters/lessons into one session.
  - f) Meetings with the mentor can be digital or over the phone if necessary.

### Mentor Selection

1. Each student will need to select a mentor for his/her internship.
  - a) The mentor will usually be the student's senior pastor, a staff pastor, or other person designated by the pastor to serve in the role of mentor.
  - b) If the student is the senior pastor, then the student should consult his or her sectional presbyter to assist in the appointment of a mentor.
  - c) The mentor should not be closely related to the student.
  - d) The same mentor can be used for more than one student at the same time. Mentor and students can meet as a small group. No more than 2 students per mentor.
  - e) The mentor must be a Licensed or Ordained Minister.
    - Licensed Ministers may serve as mentors to Certified students.
    - Ordained Ministers may serve as mentors to students at any level.
    - Certified Ministers are *not* eligible to serve as mentors unless a written exception is made by a district official.
2. **Once the mentor has been selected, each student MUST submit the mentor's name and church to the DSOM office.** This is to ensure the mentor meets the requirements to serve in this role.
3. **Please make sure and give your mentor the Mentor Packet.** This contains important information. Mentor Packets can be found [here](#).

### Online Enrollment

Course Enrollment is open from  
September 1, 2022 - October 15, 2022

1. Please complete the online [Internship Course Enrollment Form](#) to register for the course and receive the Mentor Manual shipped to address provided.
2. The Mentor Manual is included in the cost of the enrollment.
3. The Student Manual will be made available on student's GU Student Portal. A printed copy can be purchased with the [Book Store Order Form](#).
4. A small deposit and shipping fee are collected at time of enrollment.
5. The remaining balance will be paid in November when the fee for the December seminar is usually collected.

### Final Exam and Final Evaluation Forms

1. The Final Exam will be given at the December seminar.
2. All DSOM Campus classes will attend the December seminar in Waxahachie. Please note- there will not be a December seminar at any other campus.
3. There is no Service Learning Requirement for the Internship courses.
4. Instead, each mentor **must** submit the *Mentor Information Form* and *Final Evaluation Form* at the end of the internship.
  - a) Both forms can be found in the **Mentor Packet**. A digital copy of the Mentor Packet can be found [here](#).
  - b) There are other LESSON Evaluation Forms throughout the mentor manual. These LESSON Evaluation Forms DO NOT need to be completed or submitted.
  - c) The forms should not be given to student but sent directly to DSOM Office.
  - d) Forms are required and must be submitted to receive a final grade and credit for the course.
  - e) The Mentor Information Form and Final Evaluation Form should be submitted to the DSOM Office; options are as follows:
    - Scan/email to [kcarver@northtexas.ag](mailto:kcarver@northtexas.ag)
    - or Fax to 682-747-6848, Attn: DSOM Office
    - or Mail to NTD, Attn: DSOM Office, PO Box 838, Waxahachie, TX 75168

### Seminar

1. The Seminar will NOT cover the material in the book.
2. For the Certified and first year students, there will be a very valuable presentation given by the NTD Secretary Treasurer and NTD Credentialing Specialist about the credentialing process. Even if the student is not ready to apply for credentials, we highly recommend that all students make plans to attend this seminar.
3. Licensed and Ordained student seminar will be given by NTD Leadership.

*Very Important- if the student has not yet completed the course manual or meeting with their mentor, they are still highly encouraged to attend the seminar in Waxahachie.*

## Internship Schedule 2022

Course Enrollment is open from  
September 1, 2022 - October 15, 2022

September

- Internship Orientation
- Mentor Selection and Submission
- [Internship Course Enrollment Form](#)
- **Students should begin reading the material and meeting with mentor as soon as possible, with the goal of completing the book and meetings by December 3<sup>rd</sup>.**
- [Mentor Packet with Final Evaluation Forms](#)

November

- Remaining balance of \$100 for this course is due.
- An online payment form will be sent out to all enrolled.

**December 3, 2022**

- **Students from all campuses** will attend the Waxahachie Campus for the seminar and the exam.
- **Important- If the student has not yet completed the Internship at this point; they should still make plans to attend the seminar. They can test at a later date.**