MINISTRY TRAINING PROGRAM

A MINISTRY OF UNIVERSITY REFORMED CHURCH

# INTERNSHIP TRACK

*To prepare individuals to become effective, responsible, and godly ministers through study and practice*

## About the Internship

The Ministry Internship exists to provide experience in a specific ministry field to individuals who have discerned God's calling but have not yet embarked upon formal theological education. University Reformed Church also offers training programs to individuals who are enrolled in educational programs (the Residency) and those who have graduated (the Fellowship).

Each intern will be assigned a track at the discretion of the church staff and the Executive Committee (ExComm), based upon the intern's experience, gifting, and vision for future ministry. Track options include: pastoral, campus ministry, international ministry, counseling, youth ministry, and music (see chart on pp. 2-3 for more details).

Full-time internships last for a twelve-month period and consist of 10-15 hours per week of general intern training, with 25-30+ hours per week devoted to the intern's specific ministry track. A second year internship may be offered by the intern's advisor with the approval of ExComm.

| | **All Internship Tracks** |
|---|---|
| *Qualifications* | An evident love for Christ, for His Word, and for His people<br>An ability to work well with others<br>A desire to pursue full-time ministry<br>A vibrant personal holiness<br>General agreement with URC's confession of faith and the Westminster Standards<br>A bachelor's degree or higher |
| *Attendance commitments* | Morning and evening worship at URC<br>URC staff/prayer meetings & book discussions<br>Equip classes (Biblical & Theological Foundations; Practical Ministry Training)<br>Tuesday morning prayer (7:00-7:30am)<br>Internship seminar[1] |
| *Other commitments* | Adherence to the URC Staff Handbook<br>Membership at URC & participation in a Growth Group<br>Reading, papers, and memorization work, assigned at overseer's discretion |

[1] This weekly training and discussion will be led by one of the staff members of URC with a focus upon practical ministry. Sample topics may include: children ministries, student ministry, cross-cultural ministry, counseling, administration, prayer, writing, evangelism, hospitality, etc.

MINISTRY TRAINING PROGRAM

A MINISTRY OF UNIVERSITY REFORMED CHURCH

| ***Internship Track*** | **Pastoral** | **Campus** | **International** | **Counseling** | **Youth** | **Music** |
|---|---|---|---|---|---|---|
| *Time commitment* | Full-time | Full-time or part-time | | | | |
| *Areas of concentration* | theology, teaching and preaching, praying, pastoral visits, sacraments, weddings, funerals, session meetings, counseling, evangelism, administration, leadership | evangelism, Bible study (group and personal), discipleship, praying, event planning, counseling, leadership | evangelism and outreach, leading Bible studies, event planning, networking and communication with church leadership, campus ministry | observation of ongoing counseling, hands-on practice in counseling, research | ministry to youth (middle and high school), | theology of worship and liturgy, theology of music, planning and preparing for worship services, leading in worship services, technology |
| *Oversight (includes weekly meeting)* | Pastoral staff | Campus Director | Pastor of International Ministries | Counseling Director | Youth Director | Music Director |
| *Attendance commitments (track-specific)* | Session meetings<br><br>Presbytery meetings<br><br>Leaders' meetings<br><br>Attend PCA General Assembly (usually June) | SCF staff meetings<br><br>SCF large group meetings<br><br>Other campus ministry related events throughout the year (e.g. retreats) | English Outreach (ESL)<br><br>Christianity Explored<br><br>International Fellowship Class on Sunday mornings<br><br>Session or diaconate meetings (occasional) | Attend all counseling classes offered at URC | Attend all youth fellowship meetings<br><br>Participate in planning and leading youth fellowship meetings | Attend Music Team rehearsals<br><br>Participate in planning and leading worship services |

MINISTRY TRAINING PROGRAM

A MINISTRY OF UNIVERSITY REFORMED CHURCH

| ***Internship Track*** | **Pastoral** | **Campus** | **International** | **Counseling** | **Youth** | **Music** |
|---|---|---|---|---|---|---|
| *Other commitments/ opportunities (track-specific)* | Preach at least one evening sermon at URC<br><br>Regular preaching opportunities at area nursing homes and the City Rescue Mission of Lansing<br><br>Maintenance of a weekly Intern Report<br><br>Teaching rotations in children's ministry, and in Adult Ed or Growth Groups | Provide leadership for a Spring Break service trip<br><br>Maintain discipleship relationships with at least two students<br><br>Aid in the development and implementation of summer programming for college age students | Attend cultural events on campus with the aim to meet and follow-up with students<br><br>Help integrate international students into URC to serve and edify the congregation<br><br>Meet with URC missionaries for cross-cultural mentoring | Discipleship of younger believers<br><br>Supervised volunteer work | Discipleship of younger believers<br><br>Teaching children's Sunday School<br><br>Recruiting volunteers for children and youth ministries | Honing of musical abilities |

MINISTRY TRAINING PROGRAM

A MINISTRY OF UNIVERSITY REFORMED CHURCH

## Compensation Package Options

**All compensation is funded by support raising (must comply with the URC Staff Handbook).**

*Health Insurances*: Interns are advised to secure health insurance (e.g., through the Health Insurance Marketplace) and are encouraged to select the most suitable option. Any premiums are eligible to be added to the total fundraising package.

**A. Single Package**

| | |
|---|---|
| Salary: | $30,000 |
| FICA: | $ 2,295 |
| Health & Dental Insurances: | $ TBD* |
| Life Ins, ST & LT Disability: | $ 350** |
| Administrative Costs: | $ 500 |
| Cell Phone Stipend | $ 500 |
| Professional Expense: | $ 1,000 |
| Professional Development: | $ 800 |
| | $ 35,445 |

**B. Married Package**

| | |
|---|---|
| Salary: | $35,000 |
| FICA: | $ 2,678 |
| Health & Dental Insurances: | $ TBD* |
| Life Ins, ST & LT Disability: | $ 350** |
| Administrative Costs: | $ 500 |
| Cell Phone Stipend | $ 500 |
| Professional Expense: | $ 1,000 |
| Professional Development: | $ 800 |
| | $40,828 |

**C. Part-time**

Part-time options are available and considered on an individual basis.

* Interns are eligible for health insurance through URC's plan but are encouraged to also submit an application through the Health Insurance Marketplace® (healthcare.gov). Any premiums may be added to the total fundraising package.

** Dependent on age

Note: auxiliary benefits are in conjunction with the URC Staff Handbook. Residents are entitled to 3 weeks of paid vacation leave.