



AMBROSE
UNIVERSITY

**TRAINING MODELS EXPERIENCES TO HELP
WITH CONSTRUCTING THE LEARNING
CONTRACT**

Note: These experiences are examples that could be used to help in constructing the learning contract. Learning experiences must fit in the local context of the ministry.

NOT-FOR-PROFIT TRAINING MODEL

This person is considering ministry in a non-profit ministry outside of the local church. Note that there are essential experiences for the intern to do and to observe.

As you select experiences from the categories listed below, please note that these should be completed while providing as much relational input and interaction as possible. The **Teaching a Skill Method** (tell, show, do...) as presented at the Internship Seminar will allow for learning to take place while enriching your relationship with the intern.

A. Essential experiences for intern *participation*

Core experiences:

- ___ 1. Plan and assist in the preparation of various weekly events/activities as much as possible.
- ___ 2. Observe and be involved in all types of one-on-one ministry within the organization.
- ___ 3. Observe as many boards and committees as possible, discussing the function and purpose of the board/committee in the larger organizational structure. When possible, set the agenda and lead a committee meeting.
- ___ 4. Be involved in some teaching/training ministry each week (the same group or a variety of groups). Discuss both teaching preparation and performance with a significant mentor.
- ___ 5. Discuss and develop a personal routine of study of the Word, prayer, fasting and other spiritual disciplines (Acts 6:4).
- ___ 6. If relevant, learn about and participate in the work in the community, or in the field.
- ___ 7. Be involved with short-term projects. See them to completion. Discuss time management (weekly planners, day timers, flow charts).
- ___ 8. Do a demographic study of the ministry and those who participate. Assess the strengths, opportunities, and developmental history of the ministry. Discuss findings with mentor and/or church leaders.
- ___ 9. Develop and maintain a relationship with at least three people in the ministry.
- ___ 10. Meet with the mentor at least twice a week for prayer and communication.
- ___ 11. Analyse and evaluate the leadership styles of the ministry staff in their roles and responsibilities within the organization. Learn how the various styles deal with crisis.
- ___ 12. _____
- ___ 13. _____

General experiences:

- ____ 1. Participate in the planning and execution of at least one special event, such as a retreat or community event or outreach.
- ____ 2. Develop a three-to-six-month curriculum that would be appropriate for the ministry.
- ____ 3. Personally disciple a new believer and help develop someone else to carry on the process.
- ____ 4. Participate in appropriate training for the ministry.
- ____ 5. Keep a *Learning Journal* of insights, experiences and new learnings. Talk about it with your mentor
- ____ 6. Interview several key leaders and submit a report.
- ____ 7. _____

B. Essential experiences for intern *observation*

Core experiences:

- ____ 1. Participate in as much of the administration as possible.
- ____ 2. Observe first-hand the ministry's outreach into the community and discuss the long-range plans for community engagement.
- ____ 3. Become familiar with the ministry's public communication policy and activities.
- ____ 4. Become acquainted with the ministry plan in developing leaders.
- ____ 5. Sit down with key leaders in the organization and discuss philosophy, mission and values.
- ____ 6. _____
- ____ 7. _____

General experiences:

- ____ 1. Become familiar with other agencies, organizations and ministries that do similar work, and understand what makes each one unique.
- ____ 2. Visit and discuss the philosophy of special programs in the ministry.
- ____ 3. _____

C. Recommended experiences for intern *participation or observation*:

- ____ 1. Discuss and examine resources that would relate to the non-profits organizations work and impact (seminars, resource individuals, etc).
- ____ 2. Become aware of community agencies and services that the ministry co-operates with or uses (for example the police, alcohol and drug rehab centres, reading clinics etc.)
- ____ 3. Read and review at least 3 books and articles that are suggested by the staff.
- ____ 4. Review and discuss the employee handbook, hiring processes, and ethical conduct
- ____ 5. Discuss the organizations relationship with the church.

PASTORAL TRAINING MODEL

This person is aiming at going into the pastoral ministry. Note that there are essential experiences for the intern to do and to observe.

As you select experiences from the categories listed below, please note that these should be completed while providing as much relational input and interaction as possible. The **Teaching a Skill Method** (tell, show, do...) as presented at the Internship Seminar will allow for learning to take place while enriching your relationship with the intern.

A. Essential experiences for intern *participation*

Core experiences:

- ___ 1. Prepare and review with the pastor at least six sermons and additionally, preach at least three messages at significant church meetings or other ministry gatherings.
- ___ 2. Plan and assist in the preparation of various services each week as much as possible.
- ___ 3. Observe and be involved in all types of visitation—congregational, hospital and follow-up.
- ___ 4. Observe as many boards and committees as possible, discussing the role of the pastor as chief overseer, leader and equipper. When possible, set the agenda and lead a committee meeting.
- ___ 5. Be involved in some teaching ministry each week (the same group or a variety of groups). Discuss both teaching preparation and performance with a significant mentor.
- ___ 6. Discuss and develop a personal routine of study of the Word, prayer, fasting and other spiritual disciplines (Acts 6:4).
- ___ 7. Learn about and assist/participate in the outreach and missions focuses within the church.
- ___ 8. Be involved with short-term projects. See them to completion. Discuss time management (weekly planners, day timers, flow charts).
- ___ 9. Do a demographic study of the community. Assess the needs and flavour of the area. Discuss findings with mentor and/or church leaders.
- ___ 10. Develop and maintain a relationship with at least one person from the community.
- ___ 11. Meet with the pastoral mentor at least twice a week for prayer and communication.
- ___ 12. Analyse and evaluate the leadership styles of the pastoral staff. Learn how the various styles deal with crisis.
- ___ 13. _____

____ 14. _____

General experiences:

- ____ 1. Participate in a baptismal service and instruction of baptismal candidates.
- ____ 2. Be involved in the planning and leadership of a communion service.
- ____ 3. Participate in the planning and execution of at least one special church event, such as a retreat or outreach.
- ____ 4. Map out a three-month preaching series in outline form.
- ____ 5. Interview several church leaders and submit a report.
- ____ 6. Personally disciple a new believer and develop another church member to carry on the process.
- ____ 7. Participate in a membership class and interviews.
- ____ 8. Participate in a healing service.
- ____ 9. Be included in all the planning (and execution where possible) of a funeral service and the ministry to the bereaved.
- ____ 10. Be included in all planning (and execution where possible) of a wedding, including counselling, rehearsal and ceremony.
- ____ 11. Observe and be observed in a counselling session if appropriate.
- ____ 12. _____

B. Essential experiences for intern *observation*

Core experiences:

- ____ 1. Participate in as much of the church administration as possible.
- ____ 2. Observe first-hand the church's outreach into the community and discuss the long-range plans for church growth (use demographic survey from Part A). Initiate some form of outreach.
- ____ 3. Become familiar with the church's publicity program.
- ____ 4. Become acquainted with the church's program(s) for developing leaders for the church.
- ____ 5. Thoroughly discuss the pastor's philosophy and objectives for the worship life of the church family.

____ 6. _____

General experiences:

- ____ 1. Attend the meeting of a community service club with a church member who belongs to one.
- ____ 2. Become acquainted with any building program in which the church is involved.
- ____ 3. Become familiar with as many educational agencies as possible, including Sunday School, children's church, and club programs. VBS, etc. Note the organization, curriculum and leadership.
- ____ 4. Visit and discuss the philosophy of special programs in the church.

C. Recommended experiences for intern *participation or observation*:

- ____ 1. Discuss the church library, AV, and educational/discipling resources.
- ____ 2. Discuss the place of the church music program.
- ____ 3. Discuss the church literature program.
- ____ 4. Discuss and examine resources for church workers (files, seminars, resource individuals).
- ____ 5. Become aware of community agencies and services that the church co-operates with or uses (for example the police, alcohol and drug rehab centres, reading clinics etc.)
- ____ 6. Read and review at least 3 books and articles that are suggested by the pastoral staff.
- ____ 7. Discuss church discipline, both the ethical conduct and procedures.
- ____ 8. Discuss ordination and "call" to ministry.

FAMILY/CHILDREN TRAINING MODEL

This person is considering going into children or family ministry. Note, the experiences are general and need to be fit into the specific context.

As you select experiences from the categories listed below, please note that these should be completed while providing as much relational input and interaction as possible. The **Teaching a Skill Method** (tell, show, do...) as presented at the Internship Seminar will allow for learning to take place while enriching your relationship with the intern.

A. Essential experiences for intern *participation*

Core experiences:

- ___ 1. Be involved in some teaching ministry each week (the same group or a variety of groups). Discuss both lesson preparations and performance with a significant mentor.
- ___ 2. Develop and conduct a leadership training event.
- ___ 3. Develop job descriptions for one area of church ministry and all those involved.
- ___ 4. Become familiar with all educational programs and resources within the church.
- ___ 5. Prepare agenda and chair a committee meeting related to one of the Christian Education agencies. Attend all CE meetings as often as possible.
- ___ 6. Plan and implement a ministry program (recruit staff, organize the materials, etc.)
- ___ 7. Observe and interview CE leaders.
- ___ 8. Develop a digital file of resources.
- ___ 9. Assist regularly in the services.
- ___ 10. Discuss and develop a personal routine of study of the Word, prayer, fasting and other spiritual disciplines. (Acts 6:4).
- ___ 11. Personally disciple a new believer and lead a discipleship cell.
- ___ 12. Meet with the pastoral mentor at least twice a week for prayer and communication.
- ___ 13. _____

General experiences:

- ___ 1. Be involved in as much of the church administration as possible.
- ___ 2. Attend meetings of as many church boards and committees as possible.
- ___ 3. Visit in the homes of families contacted through an educational agency for the purpose of evangelism or family counselling resource.
- ___ 4. Be involved in the planning and execution of a worship service.
- ___ 5. Work in the church office for at least two days.
- ___ 6. Write a job description for the pastoral staff position that the intern feels should be hired next.
- ___ 7. Interview 8 church leaders. What brought them to the church? What keeps them? Discuss findings with mentor.
- ___ 8. Present the gospel to at least one person.

B. Essential experiences for intern *observation*

Core experiences:

- ___ 1. Become familiar with the church's outreach and missions program.
- ___ 2. Discuss the organizational structure and government of the church.
- ___ 3. Become familiar with the lines of communication at the church. Note where there is a breakdown.
- ___ 4. Discuss specific problem-solving issues. Walk through discussion and observations.
- ___ 5. _____

General experiences:

- ___ 1. Discuss the place of worship and discipleship within the church.
- ___ 2. Discuss how the various church ministries/departments work together towards the vision.
- ___ 3. Become aware of community agencies and services that the church co-operates with or uses (for example, police, alcohol and drug rehab, reading clinics, etc.).
- ___ 4. Interview curriculum representatives.
- ___ 5. Observe someone doing visitation in a hospital, and be involved in this regularly.

- ___ 6. Observe first-hand the church's outreach into the community.
- ___ 7. Maintain a reading program (i.e. one book per month with a report).

YOUTH TRAINING MODEL

This person is planning on working with youth. Note that there are essential experiences for the intern to do and observe.

As you select experiences from the categories listed below, please note that these should be completed while providing as much relational input and interaction as possible. The **Teaching a Skill Method** (tell, show, do...) as presented at the Internship Seminar will allow for learning to take place while enriching your relationship with the intern.

A. Essential experiences for intern *participation*

Core experiences:

- ___ 1. Becoming involved in a youth teaching ministry, teaching at least once a week. Discuss both lesson preparations and performance with a significant mentor.
- ___ 2. Personally disciple a young person (either a new believer or potential leader).
- ___ 3. Visit with youth on a regular basis and visit the parent of youth in their home.
- ___ 4. Develop a profile on 3-5 youth (age, characteristics, interpersonal relationships, influence of home and peers, self-concept, problem development seen over the time of internship).
- ___ 5. Evaluate the integration of the total youth ministry internally and with the total church ministry.
- ___ 6. Participate in the planning and execution of at least one special youth event, as well as regularly attending the youth planning meetings.
- ___ 7. Be involved in personal evangelism.
- ___ 8. Develop and teach a youth worker training session.
- ___ 9. Have the intern report his/her impressions of the youth ministry at the church.
- ___ 10. Plan a youth or family camp/retreat.
- ___ 11. Evaluate youth ministries, which happen because of tradition and which happen because needs are being met.
- ___ 12. Become familiar with and participate in the church outreach/missions program.
- ___ 13. _____

General experiences:

- ___ 1. Be included in all planning (and execution where possible) of a wedding, including counselling, rehearsal and ceremony.
- ___ 2. Participate in a baptismal service and instruction of baptismal candidates.
- ___ 3. Be involved in the leadership of a communion service.
- ___ 4. Attend meetings of as many church boards and committees as possible.
- ___ 5. If appropriate, preach at the weekend service at least two times. Assist in the services regularly.
- ___ 6. Be included in all the planning (and execution where possible) of a funeral service and the ministry to the bereaved.
- ___ 7. Observe and be observed in a counselling session if appropriate.
- ___ 8. _____

B. Essential experiences for intern *observation*

Core experiences:

- ___ 1. Discuss and review resources for youth worker.
- ___ 2. Become aware of community agencies and services that the church co-operates with or uses (for example, police, alcohol and drug rehab, reading clinics, etc.).
- ___ 3. Become acquainted with the church's program(s) for developing leaders for the church and particularly youth leaders.
- ___ 4. Discuss the District program for youth with pastor or District representative.
- ___ 5. Observe first-hand the church's outreach to youth in the community.
- ___ 6. Observe youth in a couple of high schools.
- ___ 7. Meet with a high school principal to become aware of local problems and offer help.
- ___ 8. Learn how to prepare and present a youth budget.
- ___ 9. If possible, live with a supervising pastor (much better for learning and observing all the ministry demands).
- ___ 10. _____

General experiences:

- ___ 1. Observe someone doing visitation in a hospital, and be involved in this regularly.
- ___ 2. Observe first-hand the church's publicity program.
- ___ 3. Maintain a reading program (i.e. one book per month with a report that is discussed with the mentor).
- ___ 4. Discuss the organizational structure and government of the church.
- ___ 5. Become familiar with as many educational agencies as possible.
- ___ 6. Visit and discuss special programs. Interview each leader and submit a written report.
- ___ 7. _____

C. Recommended experiences for intern *participation or observation*

- ___ 1. Become familiar with the policies and procedures for the maintenance of the building and grounds.
- ___ 2. Discuss the place of the church library and its functioning.
- ___ 3. Discuss the place of the church music program.
- ___ 4. Discuss the place of the church literature program.
- ___ 5. Read last year's annual report.
- ___ 6. Become familiar with church policy of recruitment and training of youth workers/sponsors.