

GUIDELINES FOR OPC INTERN SUPERVISORS

1. Give your intern exposure to all the work you do as a pastor. You are his discipler; your investment of time and energy with him will bring in a bountiful harvest in his life and ministry later. Help him develop a meaningful daily schedule. Plan to pray together a number of times during the week.
2. Let your intern attend various meetings—session, deacons, trustees, Sunday school teachers.
3. Let there be times of uninterrupted discussion where you can reflect on what being a pastor involves. Give your intern opportunity to gain from your experience; share your insights, frustrations, and joys.
4. In the area of worship, let your intern preach as often as possible. You can help him in sermon preparation, organization of materials, exegesis, outline, delivery, and length. Give him an opportunity to participate in the worship services so he can learn how important it is to lead God's people in this central event.

A sermon evaluation form is enclosed. The Subcommittee on Ministerial Training developed it for use by the congregation while an intern is preaching. Each time your intern preaches, select three or four members to evaluate the sermon with this form. Have them turn the forms in to you without any identifying marks. Then when you meet with your intern to evaluate the sermon, you can also profit from the perception of other members. This is another way to determine if the message is getting through and how effectively it has been presented.

5. Give your intern exposure to various age levels within the congregation. If he works with youth, perhaps he should attend summer camps with them. Involvement in the Christian education ministry of your church will prove very valuable (e.g., Sunday school teaching, VBS, and Bible studies).
6. Take your intern with you when you call, whether it is pastoral, hospital, shut-in, or evangelistic. Your example in visitation is very important.
7. Let your intern get into as many homes of families of the church as possible. He needs to observe Christian family living and become sensitive to different needs that exist.
8. There may be other types of projects you may want your intern to get involved with. For example, a specific topic of study could be chosen for study with a written summary prepared to be completed on a specified date.
9. At the end of the internship it will be your responsibility to evaluate him with emphasis on the following: his diligence, study habits, ability to communicate, interest in and

ability to get along with people, spiritual depth, evangelistic zeal, devotional habits, sense of humor, general attitude toward his work, overall judgement, effectiveness in calling, ability to organize work, effectiveness with various age groups, personal appearance and manners, and any other details you may think will be beneficial to all involved. Your intern will also complete a questionnaire that will be filed with this office and your session. I've enclosed a copy of the "report card" form we'll be using. You'll probably find it helpful to glance at it now so that you can begin to make the observations it assumes you'll be watching for throughout the time your intern is with you.

10. Be sensitive to your intern's personal and financial needs. He should be adequately housed and paid, including automobile expenses. Travel to and from seminary should also be reimbursed. You can be assured of my prayers and those of the Ministerial Training Subcommittee in this very significant ministry. We believe that the Lord will honor this work in the years to come.

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