



Dear Mentor,

Thank you for your willingness to serve as a North Texas School of Ministry 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 their 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 November 2, 2024.**

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.** Instead submit directly to the NTSOM Office.

The Mentor Information Form and Final Evaluation Form should be submitted to the NTSOM Office online. This is now a form found on our [ntxsom.com](http://ntxsom.com) website or [HERE](#)

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 NTSOM website at [www.ntxsom.com](http://www.ntxsom.com) under the Student Handbook tab.

Please do not hesitate to contact me at 817-284-4856 or [brichardson@northtexas.ag](mailto:brichardson@northtexas.ag)  
Thank you so much for serving as an internship course mentor! You are very much appreciated!



**Brooke Richardson**

North Texas School of Ministry Assistant Director | Pastoral Care Admin

**North Texas Assemblies of God**

---

**Phone** 817.284.4856 ext. 812 | **Email** [brichardson@northtexas.ag](mailto:brichardson@northtexas.ag)

**Website** [northtexas.ag](http://northtexas.ag) | **Street Address** 5241 FM 66 Waxahachie, TX 75167

**Postal Address** P.O. Box 838 Waxahachie, TX 75168-0838



# Internship Orientation

## **Part One: Berean Course**

- Certified: MIN 191, Beginning Ministerial Internship
  - Licensed: MIN 291, Intermediate Ministerial Internship
  - Ordained: MIN 391, Advanced Ministerial Internship
- 
- The course takes longer to complete and so you will need to begin working on this material while also keeping up with your regular month-to-month class.
  - Course requires you to work with a local pastor/minister to gain hands-on experience in various ministry activities outlined in the course manuals.
  - There are 2 course manuals for this class, one for you and one for your mentor.
  - The course manual consists of twelve chapters/lessons.
  - Each chapter/lesson is designed around a meeting with your mentor.
  - You and your mentor both read the chapter/lesson and then come together for a meeting to discuss the material.
  - It is intended that such meetings occur regularly, for approximately one hour each.
  - Whenever possible, you should meet with your mentor on a weekly basis.
  - It may be necessary to combine a couple of chapters/lessons. Do not combine more than three chapters/lessons into one session.
  - Meetings with your mentor can be digital or over the phone if necessary.

## **Mentor Selection**

- Select a mentor for the Berean course.
- The mentor will usually be your senior pastor, a staff pastor, or other person designated by the pastor to serve in the role of mentor.
- If you are the senior pastor, then you should consult his or her sectional presbyter to assist in the appointment of a mentor.
- Your mentor should not be closely related to you.
- The same mentor can be used for more than one student at the same time.
- Mentors and students can meet as a small group. No more than 2 students per mentor.
- Your mentor must be a Licensed or Ordained Minister.
  - o Licensed Ministers may serve as mentors to Certified students.
  - o Ordained Ministers may serve as mentors to students at any level.
  - o Certified Ministers are not eligible to serve as mentors unless a written exception is made by a district official.
- **Once your mentor has been selected and has agreed to serve in this capacity, you MUST submit the mentor's name and church to the NTSOM office.** This is to ensure the mentor meets the requirements to serve in this role.
- Please make sure and give your mentor the Mentor Packet. This contains important information.

## **Final Exam and Mentor Evaluation Forms**

- There is a final exam for this course.
- There are no regular assignments for this course.

- Your mentor must submit the Mentor Information Form and Final Evaluation Form at the end of the internship.
  - This form can be found on the Website. It is no longer a paper form.
  - There are other LESSON Evaluation Forms throughout the mentor manual. These LESSON Evaluation Forms **DO NOT** need to be completed or submitted.
  - **The required forms should not be given to students but sent directly to NTSOM Office.**
  - Forms must be submitted to receive a final grade and credit for the course.
- The Mentor Information Form and Final Evaluation Form should be submitted online. This form can be found on the NTSOM.COM website, click [HERE](#) or it can be sent to you!

## **Part Two: Teaching the Scriptures Course**

### **Course Description**

- A study of the principles for effectively teaching the Bible to a variety of developmental and interest groups within the Church. The study phase of teaching, the development of a teaching strategy, and issues related to the management of a learning experience will be explored. The unique characteristics of various learning groups within the church will be explored. Special attention will be given to the role of the Holy Spirit in the teaching of Scripture. Special emphasis will be given to the analysis of the teaching ministry of Jesus and the ancient church.

### **Required Course Manual**

- [Effective Bible Teaching](#), 2nd edition, by James C. Wilhoit and Leland Ryken.
- You are responsible for purchasing this book.

### **Course Requirements**

- You are required to read the assigned course manual in its entirety.
- You are required to submit an Integrity Statement stating that you have completed the manual.
- You will be expected to attend and take notes on the instructor's seminar sessions on November 2nd.
- Part Two of this course includes the course material and the seminar. There is NO exam for this course and the material is NOT required to be discussed with your mentor.

## **Course Registration**

- Course Enrollment is open from August 1, 2024 - October 15, 2024.
- Please complete the online Internship Course Registration Form to register for the course and receive the Mentor Manual shipped to address provided.
- A printed copy of the Mentor Manual is included in the cost.
- An optional printed copy can be shipped to you if asked.

## **November 2nd Seminar**

- All campus locations will attend the Waxahachie Campus in November for the Internship

Seminar.

- The seminar will NOT cover the material in the internship course materials.
- Instead, the seminar will be focused on the in-person instruction for Part Two of the internship, the Teaching the Scriptures course. This instruction will be presented by the one and only Dr. LeRoy Bartel.
- There will also be an important and highly valuable presentation given by the NTAG Secretary Treasurer and NTAG Credentialing Specialist about the credentialing process.
- Very Important- if you have not yet completed the course manuals or meeting with your mentor, you are still required to attend the seminar in Waxahachie.

## **Schedule 2024**

### **August Action Items**

- Review this document in its entirety. Contact my office with questions.
- Register for Internship Course.
- Select Mentor and submit their name to my office. brichardson@northtexas.ag
- Order course materials for Part Two: Teaching the Scriptures course.
- Begin reading all materials and meeting with mentor as soon as possible, with the goal of completing both books and your mentor meetings by the end of year.

### **August – November Action Items**

- Continue reading all materials and meeting with your mentor.
- Submit the Integrity Statement when you have completed the course materials for Part Two: Teaching the Scriptures course.

### **November 2, 2024**

- Attend the seminar on Saturday, November 2, 2024.
- Students from all campuses will attend the Waxahachie Campus.