YOUTH MINISTRY INTERNSHIP CHECKLIST

This checklist is designed to assist ministries with managing expectations and communications for youth ministry internship programs. It is recommended to go over checklist before internship begins; then quarterly throughout the intern's tenure to discuss progress and point out blind spots as well as hold both parties accountable. If supervising an internship for a college student to receive credit, contact student's education institution for their specific requirements and expectations.

- STATEMENT OF FAITH**:** Share with the intern. Determine if there are any issues that prohibit the intern from complying with the statement of faith.

- PHILOSOPHY OF MINISTRY: Can the student articulate their philosophy of ministry to you? Share your philosophy of ministry and clarify any gray areas for the intern.

- EXPECTATIONS OF THE INTERN:
  - Church Policies
  - Social Media
  - Cross-Gender Ministry
  - One-on-One Time:
  - Hours
  - Communication
  - Job Description
  - Other

- BOUNDARIES
  - Hours: What hours do you consider the intern "on call" to the church or the students? When is it okay for them to not respond to calls or texts?
  - Social Media: What boundaries do you expect the intern to put in place with social media? Does the church have a policy?

- Personal Sharing
- Confidentiality
- Church Staff: What policies and procedures will you put in place for the intern to experience working with other church staff, yet protect them from discipline or expectations that haven't gone through you?
- Mentor: What boundaries will you put in place, for yourself, to protect intern's right to Sabbath, healthy time off, and ability to process disagreement or conflict with you?
- Other

- LEARNING OPPORTUNITIES
  - Spiritual Growth
  - Personal Growth
  - Emotional Growth
  - Professional Development

- MENTORSHIP
  - Expectations: What expectations does the intern have of you as a mentor? The church?
  - Weekly Meeting Times with Intern for communication, growth and development:
  - Assessments: How will you assess your strengths and weaknesses, and accommodate for those in mentoring the intern?

- EXPERIENCES
  - Speaking
  - Teaching

- Parent Meetings
- Leading Small Groups
- Leading Activities
- Church staff meetings
- Event/trip planning
- Mistakes: Will you allow the intern to make mistakes? Can you guide them through the follow-up?
- Other

- ACCOUNTABILITY
  - For the intern
  - For the supervisor
  - Commitment to communicate: Include steps to address conflict and discuss issues with intern's work.

- EVALUATION
  - For the intern
  - For the supervisor

Date checklist prepared, discussed and agreed upon: _____

Dates for quarterly meetings: 1) _____ 2) _____ 3) _____

_____ _____

Mentor Signature Intern Signature