

**SAN FRANCISCO THEOLOGICAL  
SEMINARY INTEGRATIVE STUDIES  
Syllabus for FE 4011:  
INTERNSHIP Academic Year  
2022 – 2023**

**INSTRUCTOR INFORMATION**

**Rev. Linda Lane-Bortell, M.Div, D.Min Candidate**

**Director of Field Education**

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415-479-2712 (Monday – Thursday)

**Email Protocol**

Please do not expect an immediate response to emails. Most weeks I will respond within 24-48 hours, if the email is received during business hours Monday – Thursday. If I am away from my church office, it may take up to a week or more. Please use the email above and I will respond as quickly as I can.

**Office Hours:**

I am available by appointment.

**COURSE MEETINGS:**

2:00-4:00 p.m. on the following Wednesdays:

September 7, October 5, November 2, 2022

February 1, March 1, April 12\*, 2023 (\*Please note this is the 2<sup>nd</sup> Wednesday)

**COURSE DESCRIPTION:** The Field Education portion of the Master of Divinity degree program is an opportunity for students to continue their discernment about God's call toward a vocation of professional ministry. The internship provides a supervised ministry context in which the student develops and hones gifts and skills for ministerial leadership. The internship experience is designed to integrate divinity studies and with the arts and skills of ministry. This is an interactive learning process reflecting the Spirit's work of weaving together the person that God has created and called in Christ through the practice of ministry, theological reflection, spiritual formation, constructive feedback, critique, and evaluation.

**COURSE OBJECTIVES:** The overall objective of the internship program at SFTS is to provide students with the opportunity to practice and integrate into their own ministries the essential habits and skills that are outlined for the M. Div. program. Each internship site will provide unique opportunities to develop these essential habits and skills. The Internship Job Description will outline these ministry opportunities and will be used to measure growth and development. Interns should have opportunity to:

- Lead a congregation in Reformed worship/lead non-profit participants in devotions.
- Preach literate, thoughtful, scripture-based sermons/teach scripture-based lessons.
- Educate a congregation in the faith/educate non-profit participants about faithful action.
- Manage the practical affairs of a congregation/non-profit.
- Provide pastoral care and counseling.
- Articulate the church's global witness and mission and foster participation in its evangelistic task.
- Articulate personal faith and nurture the spiritual life of a congregation and its members.
- Lead in ethical witness to society, challenging public evil and cultivating the common good.
- Apply theological education in non-congregational ministries.

## ESSENTIAL ELEMENTS AND REQUIREMENTS

### 1. Job Description

- a. Intern, Supervisor, and Congregation/Non-profit will collaboratively write and agree to an intern job description. This job description is written prior to the start of the internship and submitted to FE-4011 Moodle Site at the start of the semester.
- b. Guidelines - all congregational internships should normally include:
  - Worship Leadership:** The intern should lead public worship/devotions at least monthly, but weekly is preferable, and occasionally be responsible for planning the content of the service.
  - Preaching:** The intern must preach/teach at least three times. The supervisor should be present to provide sermon/lesson feedback at least once. 3-5 church members/non-profit participants will be asked to give feedback for each sermon.
  - Teaching:** The intern should have regular teaching opportunities.
  - Program Planning:** The intern should have at least one opportunity to plan, organize, conduct, and evaluate a program, project, or event.
  - Governing Body:** The intern should regularly attend the congregation's/non-profit's administrative meetings (i.e. Session or Board). In addition, they should provide leadership to or resource another committee such as Christian Education Committee, Worship, Stewardship, Deacons, or Task Force etc.
  - Reflective Practice:** The intern job description should include time to reflect on the practice of ministry. A regular meeting (at least monthly if not weekly) with the Internship Supervisor should be scheduled as part of the intern's job duties for this purpose.

Additional duties that *may* be included as time and opportunity allow:

**Pastoral Calling:** Pastoral care visitation.

**Recruitment/Resourcing:** Recruiting and supporting volunteers.

**Community Service:** Leadership for a community service project

**Local governing body:** Attend regular meetings or special events of Presbytery (or other governing body)

### 2. Theological Reflection

- a. Theological Reflection papers – four (4) required papers. Two (2) are required to be discussed with the Supervisor and shall include supervisor's signature to receive a satisfactory grade.
- b. Paper Topics:
  - Paper 1: Lead a Congregation in Reformed Worship/Lead Devotions using Reformed Theology
  - Paper 2: Educate a Congregation in the Faith/Non-Profit in Faithful Action
  - Paper 3: Manage the Practical Affairs of a Congregation/Non-Profit
  - Paper 4: Preaching/Teaching literate, thoughtful, scripture-based sermons/devotions
- c. Paper Components:
  - 2-3 pages, double spaced.
  - Description of an event or critical incident in ministry
  - Verbatims or case studies can be used to describe the situation or event.
  - When choosing an event, do not just examine the "successes"; the greatest learning often results when one reflects on what may appear to be failures.
  - Personal reflection / response to the event, feelings about it, issues it raised
  - Theological implications: (Some questions for consideration, you do not need to answer all)
    - What are the ministry issues?
    - What the implications for this internship?
    - What are the implications for my future ministry?

What biblical images come to mind?  
 What are the theological issues i.e. guilt, grace, justice, mercy?  
 What are the theological implications of different leadership styles?  
 Where does God fit in all of this?"  
 What does the Gospel of Jesus Christ offer in this situation?  
 What does it mean to be a community of faith in this situation?  
 What core values might a church-related agency contribute to this community forum?  
 What are the Biblical foundations for my response?  
 How did I decide what was the appropriate ministry response to this person's need?  
 How was my faith impacted in the light of this experience?  
 What do I believe, and do I live it out in this setting?

- d. Internship class time at SFTS or via Zoom (dates listed above)  
 Class time will include theological discussion of paper topics with peers and the Director of Field Education.

### 3. Evaluating the Intern's Growth in Ministry

- a. Intern  
 The intern will engage in written self-evaluation with the Internship Supervisor at the beginning, middle, and end of the internship. Additionally, at the conclusion of the internship, the intern will complete the Assessment of the Supervisor Form. The intern shall take initiative to start the evaluation process by completing a self-evaluation and submitting it to the supervisor for completion and follow-up discussion. Forms are available on Moodle.
- b. Internship Supervisor  
 The Internship Supervisor will evaluate the ministry and growth of the intern through the weekly meetings and the three (3) written evaluations (first month, middle, and end).
- c. Ministry Site  
 The community in which the intern is ministering is asked to participate in evaluating the ministry and growth of the intern in the following ways:  
*Sermon/Lesson evaluation*  
 The student will preach sermons/teach a class at least 3 times during the internship experience. For each sermon/class, the student should find 3-5 people to complete an evaluation form. This form should be returned to the student who will then upload them to Moodle. The Supervisor should hear and evaluate at least one of the sermons/classes.

### 4. Grading: This is a pass/fail course.

Each assignment and attendance the three class meetings each semester is worth 100 points and an average of 70 or higher from the Fall and Spring semesters will result in a passing grade for FE-4011 and completion of intern requirement.

Assignments that do not fulfill the assignment criteria will not be graded and will be returned for resubmission.

5 points will be deducted for each week (or fraction thereof) past the due date for each assignment. Assignments, originally received on time, but returned for re-submission that are returned within one week will not have late point deducted. Resubmissions not received after one week has passed will then have 5 points deducted for each succeeding week it is not resubmitted.

Failure to submit course papers will jeopardize receiving course credit.

Assignments will not receive grades if turned in after the last day of the semester.

**Students will not be allowed to register for FE-4011 spring semester unless Fall assignments have been received and fulfill the assignment criteria.**

### 5. Sexual Harassment Training

- a. Interns shall complete the training course offered by the University of Redlands Student Affairs.

b. Supervisors can submit workplace certificates of completion to the Director of Field Education.

**6. Schedule and Due Dates 2022-2023**

**Paperwork will to be submitted and posted to Moodle per the following schedule:**

**FALL SEMESTER 2022**

Date / Time	Topic / Location	What's due
September 7 2:00-4:00 p.m.	Intern Orientation	Supervised Practice of Ministry Agreement Job Description
September 28	Lead a Congregation in Reformed Worship/Lead Devotions using Reformed Theology Theological Reflection Paper	Post Paper #1 to Moodle
October 5 2:00-4:00 p.m.	Lead a congregation in Reformed Worship /Lead Devotions using Reformed Theology Discussion	Post First Evaluation to Moodle
October 26	Educate a Congregation in the Faith /Non-Profit in Faithful Action Reflection Paper	Post Paper#2 to Moodle
November 2 2:00-4:00 p.m.	Educate a Congregation in the Faith /Non-Profit in Faithful Action Discussion	Post Sermon/Lesson Evaluations #1 to Moodle

**SPRING SEMESTER 2023**

Date / Time	Topic / Location	What's due
February 1 2:00-4:00 p.m.	Mid-Internship Reflection	Post Mid-Internship Evaluation to Moodle
February 22	Manage the Practical Affairs of a Congregation/Non-Profit Reflection Paper	Post Paper #3 to Moodle
March 1 2:00-4:00 p.m.	Manage the Practical Affairs of a Congregation/Non-Profit Discussion	Post Sermon/Lesson Evaluations #2 to Moodle
April 5	Preaching/Teaching literate, thoughtful, scripture-based sermons/devotions Reflection Paper	Post Paper #4 to Moodle
April 12 2:00-4:00 p.m.	Preaching/Teaching literate, thoughtful, scripture-based Sermons/Devotions Discussion	Post Sermon/Lesson Evaluations #3 to Moodle
May 3	Final Evaluation Assessment of Intern Supervisor	Post Final Evaluation and Assessment of Intern Supervisor to Moodle