

All students taking Internship in 2015 – 2016: This *entire* appendix is due by August 3, 2015.

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The Learning Covenant is a document which will guide students and Internship Supervisors throughout the internship experience. This plan is developed collaboratively after personal reflection, consultation with trusted advisors, and seeking ministry learning experiences with an Internship Supervisor. As lifelong learners, there are always new areas to grow and learn. This internship and Learning Covenant process will provide a model for students to use in ministry for years to come. Instructions and an example are provided below. **If at any time you and/or your supervisor have questions, please contact the Supervised Ministry Office. We are here to help!**

Students are required to turn in a typed copy of their Learning Covenant **by August 3, 2015**. If materials are not received by the due date, the student may be dropped from the Internship courses.

**Prior to drafting the Learning Covenant:**

1. Once you've located a good mentor to be your Internship Supervisor and this person has been approved by the Supervised Ministry Office, discuss the specifics of your growth needs for your Internship experience with your Internship Supervisor. Present the thoughts and goals you've considered in your Seminary Formation Plan, your ideas in Appendix A and the information collected from your spiritual friend or pastor.

You will develop your Learning Covenant **with** your Internship Supervisor. Discuss how these potential learning goals could fit into the ministry. Together, develop your objectives, goals, activities, resources, and evaluation methods together using the outline provided below.

**Attach a one-page summary of your meeting and what was discussed. The Internship Supervisor needs to sign and date this summary before you turn it in to the Supervised Ministry Office.**

2. To be fully prepared for a meaningful and challenging internship, please complete these steps **by August 3, 2015**. Once you are finished, turn this entire Appendix B by the August 3, 2015 to:

Director of Supervised Ministry  
Northern Seminary  
660 E. Butterfield Rd.  
Lombard, IL 60148

Or by scanning it and emailing it to: [supervisedministry@seminary.edu](mailto:supervisedministry@seminary.edu)

After your materials are received, they will be reviewed by the Supervised Ministry Office and your Internship professor. Feedback regarding your materials will be given by August 15, 2015. Once the Learning Covenant is approved, the Internship Information form from Appendix A will be signed and emailed back to you.

## DRAFT THE LEARNING COVENANT

1. Review your possible goals you listed for Appendix A and pick out your top ideas. You need a total of 3 – 4 goals. **Goals** are broad statements about your aim and purpose and ask “What do I hope to achieve?”

Your goals should be clearly connected to your Seminary Formation Plan and Pre-Covenant assignments and be created from **each** of the following categories:

Goal type	Definition	How many for Learning Covenant
Cognitive	Goals which increase your knowledge of ministry and/or theological application	Create 1 or 2 cognitive goals
Skill	Goals which increase your competency in performing ministry	Create 1 or 2 skill goals
Personal	Goals which that will enable a change in you personally. This should reflect an area self-care, relationships or spiritual growth.	Create 1 personal goal

\*\* Start by creating one of each type of goal and then include an additional cognitive OR skills goal.

2. Each goal should have 3 – 4 Activities and 1 – 2 Evaluation Methods to enable the student, professor, and Internship Supervisor to properly evaluate the student’s performance.
  - a. **Activities** are more concrete, tangible, specific, and spell out the ways in which goals will be achieved. Activities ask, “What has to take place for each goal to be realized?”
  - b. **Evaluation Methods** discover and determine the value of the completed work or project. Both qualitative (may be subjective and includes introspection and direct observation) and quantitative (may be objective and looks at how much or how well the goal was accomplished) evaluation methods should be used.
    - i. To create a strong evaluation method, ask yourself questions such as: How will I know this goal has been achieved? What change should be seen? How will I see the change?
    - ii. You may find it helpful to have questions be your evaluation markers. For example, if your skill goal is to improve in preaching, your evaluation questions could be:
      1. Did the congregation understand my main point(s)? I will determine this by asking a few key people afterwards.
      2. Did I speak in a clear, confident manner? I will determine this by recording my sermon and reviewing the recording with my Internship Supervisor.
      3. Did my sermon have depth theologically and also comprehended to the congregation? I will determine this by asking follow-up questions to members already identified by myself or my Internship Supervisor.
3. Internship is a time to learn, accomplish new things and to take risks. You are not expected to know how to accomplish each goal on your own. Don’t go into internship blindfolded. For each learning goal, name 1 or 2 resources to help you achieve your goal.
  - a. **Resources** support the activities and include: support and reference people, key volunteers, educational

resources (books, seminars, classes, etc.). What do you need to learn more about how to achieve your goal well? Who or what has the knowledge you need?

4. Now that you have the content of your internship designed, use the following outline to format your Learning Covenant. This format will be repeated for all 3 – 4 learning goals.

- A. Ministry Goal #1:** List in 2 – 3 sentences a general description of your Ministry Goal for the quarter.
- a. **Activities:** Describe 3 – 4 specific activities that you will develop and complete in order to accomplish the Ministry Goal.
  - b. **Evaluation Methods:** For each Activity, please list 1 – 2 criteria to be used to consider if the goal is achieved.
  - c. **Resources:** List one or two resources to help you with your overall goal.

Outline this section as follows.

- A. Goal**
- i. **Activity One**
    - 1. **Evaluation Method**
  - ii. **Activity Two**
    - 1. **Evaluation Method**
  - iii. **Activity Three**
    - 1. **Evaluation Method**
  - iv. **Activity Four**
    - 1. **Evaluation Method**
  - v. **Resources**

5. Review your Learning Covenant draft with your Internship Supervisor. He/she should also approve of your Learning Covenant and provide helpful feedback on each of your goals, activities, evaluation methods and resources.

6. Turn in all of the above by **August 3, 2015.**

## EXAMPLE LEARNING COVENANT

1. **Ministry Goal #1:** To learn about teaching methods. (Cognitive goal)
  - a. **Activity One:** Discuss teaching methods with at least two experienced teachers for about one hour each to ask about the variety of methods they use and the strengths and weaknesses of each.
    - i. **Evaluation Method:** Did I gain insights into different teaching methods from these teachers? Did this experience improve my teaching or at least give solid ideas on how to improve?
  - b. **Activity Two:** Observe great teachers and preachers who are recommended by my teaching friends on who would be good to observe in person or on YouTube. I will observe 2-3 teachers.
    - i. **Evaluation Method:** Did I pick great examples of teachers? What have I learned from these other teachers on how I can be a better teacher?
  - c. **Activity Three:** Incorporate at least two new teaching methods into the youth curriculum. I will explore online and implement at least five new techniques each quarter.
    - i. **Evaluation Method:** How are these new techniques enriching my teaching? Am I connecting better with the students because of these techniques?
  - d. **Resources:** My teaching connections- my aunt, friends who teach high school, Internship Supervisor, church members in education, former Northern classmates in youth ministry.
2. **Ministry Goal #2:** To discern if pastoral ministry is my calling through a process of dialogue, reflection, and reading. (Cognitive goal)
  - a. **Activity One:** Spend intentional time in prayer daily regarding my call and to practice Breath Prayer (to pray a simple, intimate prayer of heartfelt desire before God throughout the day.)
    - i. **Evaluation Method:** Is my practice of Breath Prayer helping me seek the Lord daily? Is this practice something that is now naturally part of my daily life? I will determine this by noting when I've practiced Breath Prayer in my calendar and will review my progress weekly.
    - ii. **Evaluation Method:** Am I more peaceful, less stressed and more reliant on God as a result of my increased prayer life? Do others see a change in my demeanor?
  - b. **Activity Two:** Meet with a Spiritual Director who will probe me about my skills and gifts.
    - i. **Evaluation Method:** I will be open to the instruction and process given by the Spiritual Director. We will meet at least once a month. Was I engaged in the process with my Spiritual Director? Did we meet consistently each month? Was I open and honest about my life and growing edges?
  - c. **Activity Three:** Dialogue with other clergy about their pastoral ministry experiences and about their call to ministry. Seek insights from them about my call.
    - i. **Evaluation Method:** Did I meet with at least one clergy member per month?
    - ii. **Evaluation Method:** Did I conduct these interviews in a professional manner? Was I prepared with good questions? Did the pastor seem glad to have met with me?
  - d. **Resources:** Spiritual director, clergy relationships, books on calling as suggested by my Internship Supervisor or Professors, *Spiritual Disciplines Handbook* by Adele Calhoun.

3. **Ministry Goal #3:** To increase my comfort level in preaching in different settings. (Skill goal)
  - a. **Activity One:** Preach at least one times in the Fall and Winter quarters (two times total) in a formal worship service.
    - i. **Evaluation Method:** My Internship Supervisor and several handpicked lay people will be present in the worship service when I preach. They will fill out feedback forms which my Internship Supervisor and I will create. My sermon will be well-researched and well-practiced.
    - ii. **Evaluation Method:** I will record or videotape my sermon and review personally and with my Internship Supervisor. How well did I connect with the congregation? Did my communication style work well?
  - b. **Activity Two:** Preach at least one time in the Fall and Winter quarters (two times total) in a contemporary worship service.
    - i. **Evaluation Method:** My Internship Supervisor and several handpicked lay people will be present in the worship service when I preach. They will fill out feedback forms which my Internship Supervisor and I will create. My sermon will be well-researched and well-practiced. Additionally, my sermon will include personal examples and be engaging to the congregation.
    - ii. **Evaluation Method:** I will record or videotape my sermon and review personally and with my Internship Supervisor. How well did I connect with the congregation? Did my communication style work well?
  - c. **Activity Three:** Be a guest speaker to the Middle School at least one or two times during the year.
    - i. **Evaluation Method:** My Internship Supervisor, Middle School Director and several handpicked middle school students will be present in the youth group when I speak. They will fill out feedback forms which my Internship Supervisor and I will create. My talk will include an engaging activity to illustrate my topic.
    - ii. **Evaluation Method:** I will record or videotape my talk and review personally and with my Internship Supervisor. How well did I connect with the congregation? Did my communication style work well?
  - d. **Resources:** Internship Supervisor, Senior Pastor, Middle School Director, Professor of Preaching, and Preaching courses at the seminary, Books: *Preaching as Worship* by Michael J. Quicke, *360-Degree Preaching* by Michael J. Quicke.
4. **Ministry Goal #4:** Develop a ministry for college students (Skills goal)
  - a. **Activity One:** Research and survey area colleges regarding what ministries are currently provided
    - i. **Evaluation Method:** My survey will include at least three area colleges and I will consult with at least two campus ministries at each college (if applicable to the college).
  - b. **Activity Two:** Using my survey results, create a curriculum and start a ministry through the church for college students.
    - i. **Evaluation Method:** On a scale of 1 – 10 (1 = not at all; 10 = exceeds all areas), my Internship Supervisor and I will rate if the curriculum is different than what is currently offered on campus and if it engaged college students into the life of the church.
    - ii. **Evaluation Method:** Is the general congregation familiar with the ministry and is supportive of it? I will determine this by surveying a cross-section of the full adult members at the end of the Winter quarter.

- c. **Activity Three:** Create two service projects (one in the community and one on the area college campuses) over the fall and winter quarters.
    - i. **Evaluation Method:** At least 3 – 5 college students will participate in at least one service project. Were the students engaged and interested in the service project? Did the experience encourage them to want to serve others more?
  - d. **Resources:** Area InterVarsity campus leaders and other campus ministry leaders, Internship Supervisor, books: *College Ministry 101: A Guide to Working with 18-25 Year Olds* by Chuck Bomar and *They Like Jesus But Not The Church* by Dan Kimball
5. **Ministry Goal #5:** Develop a pattern for spiritual growth (Personal Goal)
- a. **Activity One:** Read “Invitation to a Journey” by M. Robert Mulholland Jr. and journal about each chapter.
    - i. **Evaluation Method:** I will read and journal at least one chapter each week. I will share what I’ve learned with my Internship Supervisor during our weekly supervisory meetings.
  - b. **Activity Two:** Develop a Rule for Life and put it into practice
    - i. **Evaluation Method:** Each week I will rate myself on a scale of 1 – 10 regarding how well I’m able to live into my Rule for Life.
  - c. **Activity Three:** Meet with an Accountability Partner (other than my Internship Supervisor) every other week.
    - i. **Evaluation Method:** We will faithfully keep our appointments and commitments to each other.
    - ii. **Evaluation Method:** I will be honest about my struggles and temptations and be open to asking and answering hard questions from my accountability partner.
  - d. **Resources:** Books: *Invitation to a Journey* by M. Robert Mulholland Jr., *Spiritual Disciplines Handbook* by Adele Calhoun for information on the Rule for Life and Accountability Partners.

Note: The Personal Goal can be anything you personally would like to grow. It can be a spiritual growth goal (like this example), a focus on spending time with friends and family, a commitment to a healthier lifestyle, a plan to get on track financially or to work on managing your time better. Anything you need to work on personally is appropriate.