

CARE & INTERNSHIP MANUAL

SOUTH FLORIDA PRESBYTERY

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Chairman of the Care Committee:

Victor Labrada- Teaching Elder
(305)-804-7199 — victor@kendallpres.org
Kendall Presbyterian Church
8485 SW 112th St
Miami, FL 33156

Guidelines for the Presbytery of Southern Florida Ministerial Training Program

Rationale

We, the South Florida Presbytery, believe that men entering into the gospel ministry should receive the best possible training in all those areas, personal and professional, spiritual and academic, that will render him an effective servant of the Lord Jesus Christ. We believe that Scripture directs us as elders to directly oversee the training of other teaching elders, for as Paul said, *“And the things which You have heard from me in the presence of many witnesses, these entrust to faithful men, who will be able to teach others also.”* (2 Timothy 2.2). We therefore assume the responsibility of and take an active part in helping candidates for the gospel ministry that they may not neglect the spiritual gift which is within them (1 Timothy 4.14). We further believe it to be our responsibility to call upon the resources of Presbytery to aid in the training and encouragement of the candidate and the development of his gifts that he may be exhorted to *“take pains with these things: be absorbed in them, so that your progress may be evident to all.”* (1 Timothy 4.15).

Scope

The South Florida Presbytery intends to oversee the candidate for the gospel ministry in all stages of his development from the time that he submits himself as a candidate under-care until he completes his trials for ordination to the office of teaching elder. The scope of this overseeing includes any pre-seminary years as a candidate, the academic years of seminary, the periods of practical experience, and the trials for licensure and ordination. At all stages of development, the Presbytery will endeavor to meet the standards of the Uniform Curriculum and Internship requirements.

Goal

It is the aim of the South Florida Presbytery to facilitate the equipping for the gospel ministry by the active oversight and training of those whom God, in His good purpose and gracious Providence, has called to be ministers of the Word in His Church. By God’s grace we hope and intend, as a presbytery, to equip men for the ministry by overseeing their ministerial education, encouraging them in their personal knowledge of God, character development, and training them in the practical aspects of ministry.

Objectives

Through Ministerial Education, the objectives for accomplishing the above goal are as follows:

- 1) Ordinarily, the Candidates under this program will complete academic requirements as defined in the Uniform Curriculum for Theological Education. (BCO 21-4)
- 2) The Candidates under this program will complete the requirements for internship. (BCO 18)
- 3) Areas not covered satisfactorily in the candidate’s choice of seminary will be provided by the Presbytery. (BCO 21-4)

How to Come **Under Care of Presbytery**

A man is eligible to make application to come under-care, who has been a member in full communion of a particular PCA church for at least six months. The candidate should believe that he is called to preach the Gospel and be ready to submit himself to the guidance of the Presbytery for study and practical training.

Procedure

1. File an application (Form 1) as a candidate for the Gospel Ministry with the Chairman of the Care Committee.
2. File two (2) references, using the form provided in this packet (Form 2), with the Chairman of the Care Committee, as soon as possible. (Undue delay in returning forms 1, 2, and 3 may delay your interview.)
3. File Sessional Certification using the form provided in this packet (Form 3) with the Chairman of the Care Committee.
4. Apply to begin your internship or give explanation for not applying at this time.
5. Read Chapters 18 and 19 of the PCA Book of Church Order (BCO).
6. Appear before the Care Committee at the assigned time and place and be prepared to **share his testimony of faith in Christ and call to the ministry**, which should not exceed five minutes, unless the Committee requests otherwise. (BCO 18-3). Forms 1, 2, and 3 must be returned to the Chairman prior to meeting with the Care Committee.
7. Be presented to Presbytery by the Care Committee to render the same as #6. At this time you will be asked by the Moderator the two questions contained in BCO 18-3. You will record your name in the Presbytery record.
8. File complete Mentor Contract (Form 6).

Candidates Annual Reports

Candidates under the care of Presbytery will complete "Form 5 Candidate's Report" once a year (February) and send it to the Care Team.

Failure to report to the Care Team each year may result in your removal from the Candidates' Roll. Though the Care Team is charged with keeping contact with you, any failure on their part does not give excuse for you not to contact them.

How to Become an Intern

The Holy Scriptures require that an evaluation be made of those who are to be ordained to the ministry of the Word, both concerning their gifts and concerning their ability to rule as teaching elders, in order that this sacred office may not be degraded by being committed to weak or unworthy men, and that the Church may have an opportunity to form a better judgment respecting the gifts of those to whom this sacred office is to be committed. *Note: Coming “under care” and being an “intern” are not the same thing. You can be under care but not have started your internship. But you cannot start an internship without being under care.*

Procedure— Based on Book of Church Order (BCO) 19-7 – 19-16

1. Email the Chairman of the Care Team of your desire to begin an internship. This can be done concurrent with the Application for Gospel Ministry.
2. A specific plan for internship is then formulated by the Team, Session, Mentor (preferably a TE), and Applicant.
3. The Care Team reports the plan to the Presbytery for approval and, if the plan is approved, Presbytery records in its minutes the commencement of the internship.
4. A Mentor is assigned to work with the intern to carry out the plan.
5. The mentor will complete the Mentor Contract (Form 6) and return it to the Care Team.
6. Quarterly progress reports are made to the Chairman of the Care Team, in writing, on or before the first day of February, May, August, and November.
7. Upon completion of internship, the supervising pastor and sponsoring Session make their recommendation to the Care Team. The Intern appears before the Care Team at this time.
8. Care Team brings recommendation to Presbytery.
8. Care Team communicates completion of internship to the Credentials Team.
9. By the approved completion date, Presbytery must act to approve or disapprove the internship. If the internship is disapproved, Presbytery may either extend it for another definite period of time, or may rescind the intern’s status and revoke his internship.

Length of Internship

To provide for such an evaluation, a candidate for ordination must serve an internship. This period of internship shall be **at least one year in length**, and may be longer at the discretion of the Presbytery so as to give sufficient time for the Presbytery to judge the candidate’s qualifications and service. If a candidate does not complete his internship in **three years**, his internship will be rescinded unless he or his mentor requests and is granted an **extension** by the Care Team prior to the deadline.

This period of internship may occur **during or after** the candidate’s formal theological **education**. When it occurs during his formal theological education it may include an intern year in addition to his time of academic training or it may run concurrent with his academic training. (BCO 19-7)

Prior ministry experience may be applied to the required one-year internship program provided that the quality of experience is equivalent to the duties of a regular ministerial calling. (BCO 19-16) In this case, adequate testimonials must be provided to the Care Team and accompanied with their consent before such action is warranted. In addition, a **three-fourths vote** of Presbytery is needed for approval. **At least six months** of on-the-field experience, under the oversight of this Care Team, is ordinarily required still.

Internship Program

Specific assignments must be completed by each intern and submitted to the Care Team Chairman and Mentor as they are completed.

1. The Intern, in his **first six months**, shall meet at least once a month with his Mentor for approximately 45 minutes to discuss the **practical problems encountered in pastoral ministry**. It is suggested that such meetings will involve discussing the mechanics of developing a church budget; philosophy of ministry time, management, sermon preparation, counseling, and relationships with staff and volunteers. The Intern should submit a **200-word summary** to the Care Team and Mentor of each discussion with his particular viewpoint.

2. The Mentor and Intern shall plan **three “Character Contracts”** during the course of the internship designed to address specific areas of character development essential to effective ministry. The Contracts will consist of four sections:

- a) Identification of a Specific Character Need
- b) How the Gospel Meets this Need
- c) Studies, Assignments, Experiences, and Interviews to Apply the Gospel
- d) Criteria for Evaluating the Effectiveness of the Contract

Each contract, in its entirety, shall be submitted to the Care Team.

3. **Preaching and/or teaching** – a total of **at least 48 times** during the period of internship and Intern will preach, teach a Bible study, lead a small group, etc. At least **one sermon and one teaching class** must be observed and evaluated by the Mentor.

4. A detailed **baptismal service** must be typed and presented to the Care Team. This should include an explanation of pre-baptismal counseling with the child’s parents, an admonition of the communicants present at the baptism, and an exhortation directed toward the parents during the service. The Intern should meet with his Mentor for approximately 45 minutes to discuss the practical aspects to this area of ministry and submit a **200-word summary** of the discussion.

5. A detailed **communion service** must be typed and presented to the Care Team. This must contain the procedures involved in the notification of the congregation that the sacrament of Holy Communion will be held, the explanation of the sacrament offered to the congregation prior to the administration of the sacrament, the **words of institution** to be used, and a discussion of what is involved in “fencing the table.” He should also include what is involved in a service of spiritual preparation for the Lord’s Supper prior to the celebration of the sacrament. The Intern should meet with his Mentor for approximately 45 minutes to **discuss the practical aspects** to this area of ministry and submit a **200-word summary** of the discussion. **Note: An intern may not administer the Sacraments of either Baptism or the Lord’s Supper (BCO 19-15).**

6. A detailed **funeral service** must be typed and presented to the Care Team. This must contain precisely what the Intern would do in making initial contact with the family of the deceased, at the funeral, and at graveside. Exposition should be included. An appendix should be prepared describing the various avenues of pastoral care to the family of the deceased following the burial.

The intern should meet with his mentor for approximately 45 minutes to discuss the practical aspects to this area of ministry and submit a **200-word summary** of the discussion.

7. The intern is to attend at least **three meetings of the Session** of at least **two** different local churches (three total meetings). A sample agenda for a Session meeting is to be prepared and presented to the Care Team. The Intern should meet with his Mentor for approximately 45 minutes to discuss the practical aspects to this area of ministry and submit a **200-word summary** of the discussion.

8. The Intern is to attend at least **three meetings of the Diaconate** of at least **two** different local churches (three total meetings). A sample agenda for a Deacon meeting is to be prepared and presented to the Care Team. The Intern should meet with his Mentor for approximately 45 minutes to discuss the practical aspects to this area of ministry and submit a **200-word summary** of the discussion.

9. A familiarity with Roberts Rules of Order must be demonstrated to the Care Team and the **procedure for calling and moderating a congregational meeting** must be typed and presented to the Care Team. The Intern should meet with his Mentor for approximately 45 minutes to discuss the practical aspects to this area of ministry and submit a **200-word summary** of the discussion.

10. The Intern shall familiarize himself with the operation of **committee work of the Presbytery level and the local church**. He should attend **two** complete meetings of the **South Florida Presbytery** (which meets the second Tuesday of every February, May, August and November), **two Presbytery Team** (e.g. Credentials, Care, Missions, Christian Ed) meetings of his choice, and **two church committee** meetings. He should be aware of the various committees' function and should submit a typed **200-word report** which explains the following:

- a) Why each committee exists.
- b) The procedures for calling meetings and reporting to Presbytery or Session. (Check BCO)
- c) The Intern's conception of his role as a member of a committee on Presbytery level and his role as a pastor in providing leadership, training, motivation, and assistance to church committees.

11. The Intern must prepare a course outline for **premarital counseling**. A detailed wedding service should be presented to the Care Team along with the course outline. The Intern should meet with his Mentor for approximately 45 minutes to discuss the practical aspects to this area of ministry and submit a **200-word summary** of the discussion.

12. The Intern is to prepare an outline for a course of **instruction for prospective new members** of his church. The Intern should meet with his Mentor for approximately 45 minutes to discuss the practical aspects to this area of ministry and submit a **200-word summary** of the discussion.

13. The Intern shall be involved in an **evangelism training program** and have made at least **six** evangelism calls or interactions. He should submit a **200-word reflection** on his view of evangelism in the church.

14. The Intern shall conduct **one visit of each** of the following areas: **1) hospital, 2) nursing home or shut-in, 3) prison, 4) church member** (or visitor) and write a **200-word reflection** on **each visit**. If the Intern has no access to a particular area (such as prison or nursing home) please notify Care Team.

15. The Intern shall develop a comprehensive **Master Plan** of how the local church plans to fulfill the **Great Commission**. The plan document shall include a mission statement, core values, vision, strategy, and one-year goals. No minimum word requirement.
16. In order to develop a **world vision** of disciple making and experience ministry in a different cultural context, the Intern shall participate in and, as much as possible, to witness the planning process of a **short-term cross-cultural mission project** lasting at least five days. He should submit a **200-word reflection** of the project.
17. The Intern must prepare a **philosophy of Christian Education** in the Church. The Intern should do a formal analysis of the Christian Education Program in the church he attends. He must submit an **outline and course of study** for a Communicants Class. The Intern should meet with his Mentor for approximately 45 minutes to discuss the practical aspects to this area of ministry and submit a **200-word summary** of the discussion.

Internship Reports

1. It is the responsibility of the intern to report to the Care Team whatever **changes** are made to his own or mentor's contact information, local church attendance, or relationship to his mentor.
2. Interns will **report yearly** (February) to the Care Team, using **Form 5**.
3. At the end of your internship, file a **written request** with the Leader of the Care Team for the approval of your internship in an **exit interview** with the Care Team. Candidate must email Care Team Leader his completed Internship Manual **14 days before** stated Care Team Meeting in order to be interviewed. As of 2019 Care Team meets the Third Thursday of January, April, July and October. **You will not be ordained without evidence of an approved internship.**

How to Proceed Toward Licensure

1. Read BCO Chapter 19-1 to 19-6.
2. Send a written request to the **Chairman of the Credentials Team** to become a licentiate at least two months before the Presbytery at which you desire to be received as a licentiate. You will be asked to arrange to take **written and/or oral exams** under the supervision of an approved proctor.
3. Attend the **Credentials Team** meeting previous to the Presbytery. Be prepared to sustain a written and/or oral licensure exam as outlined in BCO 19-2-A and B. Provide a written sermon on the text of your choice seven (7) days before that meeting. Details of the exam may be available from the Chairman of the **Credentials Team**.
4. Appear before Presbytery to sustain a brief exam on the items under BCO 19-2-B. Be prepared to preach the written sermon. (Sermons are assigned length by the Moderator at the Presbytery meeting – be prepared to speak anywhere from 7 to 20 minutes. You will, upon a sustained exam, answer the questions of BCO 19-3 and be received as a licentiate.
5. Immediately **contact the Chairman of the Care Team** to inform him of your new status.
6. Interns can begin the process of licensure before the internship is completed, but ordinarily the licensure process begins after the completion or near completion of the internship.