

WEST INDIES SCHOOL OF THEOLOGY

INTERNSHIP MANUAL

CHRISTIAN EDUCATION

2018



Educating ■ Equipping ■ Empowering

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INTRODUCTION

The West Indies School of Theology (WIST) is the official training centre for the Pentecostal Assemblies of the West Indies (PAWI). The main office and principal compound is located at 4th Bridge Maracas Royal Road, St. Joseph, Trinidad and Tobago.

WIST is dedicated to high ethical and moral values in keeping with good Christian principles. Students should remember that enrolment is granted to those who desire to actively support the aims and values of the institution. An integral part of the programmes offered at WIST is the opportunity to gain practical experience in the various areas of ministry that the student may become involved in.

As such, the internship programme provides exposure to and experience in various structures and operations of church, para-church ministries, counselling, interpersonal relations and rehabilitative organizations. The programme helps to fulfill the School's goals of helping students gain a wide scope of practical knowledge and experience while pursuing their training. In this way, WIST is ensuring that when students graduate from a programme, they will be able to demonstrate a level of competence and confidence in keeping with the certifiable level of ministerial training.

INSTITUTIONAL HISTORY

In 1946, missionaries of the Pentecostal Assemblies of Canada (PAOC) founded the West Indies School of Theology (WIST) in Trinidad. This school was intended to provide training for people who became pastors in the West Indies District of the Pentecostal Assemblies of Canada. The District currently embraces most of the English-speaking islands in the region and a small part of Venezuela and Brazil. As the vision expanded and the student body increased, classes were moved from the Woodbrook Pentecostal Chapel, its birthplace, to the El Dorado Pentecostal Church.

In 1954, the six-and-one-third-acre campus at Fourth Bridge, Maracas Valley, was purchased, and from that time has been the home of the School. Since its founding, the scope of the School has gone beyond training for pastoral ministry and now includes training for evangelism, missions, counselling, Christian education, leadership in para-church organizations, and general church leadership.

In 1966 the Pentecostal Assemblies of the West Indies (PAWI) became an independent body and four years later, a Caribbean national was appointed as President of the School for the first time. Since then the leadership of the institution has rested entirely in the hands of Caribbean nationals and all Presidents have been WIST graduates. PAWI continues to enjoy fraternal relations with PAOC.



The student population has increased significantly, from six in 1946 to an average of 250 over the past five years. Approximately 85 percent of our students come from member churches of PAWI. The remaining 15 percent comprise representatives from other evangelical church groups. Students are drawn mainly from the English-speaking Caribbean countries.

Graduates of WIST fill 98 percent of the pulpits of PAWI member churches. Other graduates are presently ministering in the United Kingdom, the United States, Canada, Kenya, Zambia, Ghana, Venezuela, Brazil and most of the English-speaking Caribbean islands.

The curriculum of the School has been broadened significantly since its foundation. New undergraduate offerings include Sociology, Social Work, Curriculum Development, Computing, Educational Technology, Sound Engineering, Audio-Visual and Performing Arts, and Psychology.

Students are now able to read for the Certificate programme through Extension Schools in Grenada, St. Vincent, Antigua, St. Lucia, Montserrat, North, South and Central Trinidad, and for the Interdisciplinary Diploma programmes through Extension schools in Tobago, Barbados and St Vincent, as well as the main campus. They are also able to pursue the Interdisciplinary Bachelor programmes at the main campus and the South Trinidad site. Facilities exist in some PAWI Districts to allow persons who are unable to reside in Trinidad to read for a degree through a modular programme that involves specific arrangements to instruct them in their home Districts.

WIST participates online in a Master's programme in Interdisciplinary Studies, in association with the Caribbean Graduate School of Theology (CGST). Several WIST graduates have gone on to earn Master's and Doctoral degrees abroad. The School also offers Honorary Doctorates during its graduation exercises to persons who have made outstanding contributions to the spread of the Gospel regionally and internationally.

Currently, WIST enjoys dual accreditation with the Accreditation Council of Trinidad and Tobago (ACTT), and the Caribbean Evangelical Theological Association (CETA), of which WIST is a member. WIST is also a member of Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) and the Association of Caribbean Tertiary Institutions (ACTI). Students who are nationals of Trinidad and Tobago have access to the Government Assistance for Tertiary Education (GATE) programme which allows them to apply for 100% tuition assistance.





GUIDING STATEMENTS

The following are the institution's key guiding statements:

Vision Statement

A leader in biblically-based ministerial training for the Caribbean and beyond.

Mission Statement

Providing higher education to equip Christians to be godly servant-leaders for the fulfilling of the Great Commission.

Motto

Educating ■ Equipping ■ Empowering

Core Values

1. Bible-Centredness
2. Excellence
3. Integrity
4. Life-long Learning
5. Team Work

Quality Policy Statement

WIST is committed to maintaining a quality management system that ensures all programmes and services meet or exceed the expectations of our stakeholders. It is also our policy to maintain a process of continual improvement that is accomplished in part through diligent follow-up on stakeholder feedback, employee suggestions, internal and external audits and through management review of the quality system.



OBJECTIVES OF THE INTERNSHIP MANUAL

The guidelines contained in this manual are to help interns and pastors/supervisors become familiar with the internship requirements of the West Indies School of Theology (WIST). All parties are advised to pay attention to them and address all questions of clarification to the Vice President, Student Affairs at WIST, or a designated representative.

Things to note:

- All students are expected to begin their Diploma/Bachelor Level 1 internship after completing eighteen (18) credit hours of theoretical work, and the Bachelor Level 2 internship after completing their sophomore year.
- The Diploma/Bachelor Level 1 internship, or its equivalent, is a pre-requisite to the Bachelor Level 2 internship.
- For the Diploma/Bachelor Level 1 internship, interns will be involved in practical areas of ministry, especially in the areas outlined under their respective major of study.
- Interns will work under the guidance of their supervisors.
- Interns will refine their own understanding of ministry and integrate these insights in their ministerial development.
- All students are required to do their internship in a church/organization agreed upon by the WIST administration.
- Interns will be supervised by persons who meet the requirements of the school.

OVERALL GOAL

The West Indies School of Theology aims to provide the optimal experience for our student interns. In so doing, we provide guidelines for the process and assistance to find appropriate intern sites - in churches and other relevant organizations. This ensures that at the end of the internship, each student would have acquired the practical experience in various areas of Christian ministry, including educational and developmental services. This affords the intern the opportunity to adequately combine cognitive learning with practical skills, and develop a feel for what constitutes Christian Education. In this way, the programme allows the intern to make more informed and responsible future career decisions.



DESCRIPTION OF THE INTERNSHIP PROGRAMME

The following summarizes the key features of the internship programme.

Diploma/Bachelor Level 1 Internship:

- The student registers for internship only after successfully completing eighteen (18) credit hours of theoretical work. The internship will last for the equivalent of one (1) academic year and the student, upon successful completion, will earn three (3) credits.
- At this level, the student will get the basic experience in a cross-section of ministry fields related to Christian education in all age groups. These experiences will afford the student intern the opportunity to be impacted on a wider scale, with the potential to become a well-rounded practitioner.
- For the duration of this internship, interns will submit a journal report every quarter, to the Vice President, Student Affairs or the designated individual. These reports will contribute to the student's overall internship grade.
- At the end of the internship, interns will submit a comprehensive portfolio with evidence and examples of practical work done, to the Vice President, Student Affairs for grading. This can include, **but is not limited to**: Bible Study teaching outlines; preaching/sermon outlines; agenda for meetings chaired; brief guidelines used for counselling sessions; reflective practice pieces; summaries of social/counselling services; and any other reports to vouch for experiences gained and lessons learnt. Interns should also include in their portfolio a three (3) to five (5) page reflective essay responding to the items listed in the section on 'Overall Internship Reflection', and the completed 'Intern's Evaluation'.

Bachelor Level 2 Internship:

- In order to register for the Bachelor Level 2 internship, the student must have successfully fulfilled the requirements of the Diploma/Bachelor Level 1 internship, or its equivalent, as agreed by the administration. The Bachelor Level 2 internship affords more autonomy to the student, who will, in conjunction with the supervisor, decide on the two (2) projects that they are required to complete. This second level also runs for a period of one (1) academic year and the student earns three (3) credits after successful completion.



- The intern is permitted to incorporate other persons onto a planning committee, for the projects. The committee may give input and assistance for its successful planning, implementation and evaluation. However, the final responsibility for coordinating, overseeing and documenting reports remains with the intern.
- Variation or exemption from these general guidelines will be dealt with on a case by case basis.

Double Major Internships:

- Students are permitted to pursue double majors at the West Indies School of Theology. The Academic Catalogue dictates that each degree major carries six (6) credit hours of internship. This is divided into three (3) credits for level one and three (3) credits for level two. This would mean that students pursuing double majors would be required to complete twelve (12) credit hours of internship. However, the internship requirement for double majors is that students complete either nine (9) or twelve (12) credit hours based on the programmes being pursued as detailed below:
 -
 - Level One
 - In the case of those registering for level one, where the students are doing a double major in closely related programmes, for example, Bible and Theology, Pastoral Studies, Youth Development, Christian Education, and Missions; they will be allowed to do one internship. However, in the case where the requirements of both majors are substantively different, for example, one of the above and psychology and/counselling, the student is expected to fulfil the requirements of the two distinct, level one internships.
 - Level Two
 - Internship at level two is project based. For the most part, interns are required to do two projects. Students doing a double major, should register for the two level two internships and complete all work/projects assigned. These may be done concurrently or consecutively, for the stipulated three semesters each.

SUPERVISOR'S ROLE

Internship is a person-centred experience. It is primarily a relational agreement between the intern and the supervisor, who serves as an example, guide and mentor. It is the responsibility of the supervisor to give interns broad exposure to a wide range of Christian educational practice activities and provide meaningful task assignments and guidance. The supervisor is also required to regularly observe the intern's performance, in order to give an accurate progress evaluation at the end of each semester.

Diploma/Bachelor Level 1 Internship:

- At this level, the supervisor will be required to first meet with the intern, negotiate and complete a Statement of Agreement. This document will state the intern's designated responsibilities which will provide opportunities for meeting the specific objectives.
- The supervisor will provide opportunities for the intern to be exposed to:
 - The role and function of Christian leadership in Christian education
 - The educational opportunities in various departments and ministries
 - The effectiveness of the changing methodologies associated with educating Christians
 - Any other relevant aspects of the ministry
- The supervisor will review and sign the student's **quarterly** journal reports, discuss challenges faced, or give words of commendation or advice, as necessary.
- At the end of each semester, the supervisor will be required to complete the Supervisor's Evaluation Form on the student's behalf and submit it to the Vice President, Student Affairs or the designated individual.

Bachelor Level 2 Internship:

- For this level, the supervisor functions more as a resource person/advisor.
- Both parties are also required to meet, negotiate, and complete and sign the Supervisor-Intern Contract. This document will give the broad parameters of the responsibilities of the intern and the supervisor.
- Assigned duties within the programme of the organization are optional, as the intern's main focus will be the specific projects.
- The supervisor should be available to the student to give advice or insight, as needed.
- At the end of each semester, the completed Supervisor's Evaluation Form should be submitted to the Vice President, Student Affairs or the designated individual.



INTERN'S ROLE

Diploma/ Bachelor Level 1 Internship

- It is the intern's responsibility to seek a meeting with the supervisor and together complete the Statement of Agreement. Pay attention that the areas assigned provide ample opportunity to meet the specific objectives and your goals. One copy should be kept by the supervisor, one by the intern and one submitted to the Vice President, Student Affairs or designated individual, no later than one (1) month after commencing the internship.
- At the end of each quarter, submit to the Vice President, Student Affairs, or designated representative, a two (2) to three (3) page journal report of your internship (a total of four [4]). Do so by addressing the relevant questions in the Internship Quarterly Journal Template.
- Keep a record of your experiences and affiliations, also ensuring that your goals and objectives are being met.
- Maintain a level of professionalism and ethics, and co-operate with the supervisor or church leadership by fulfilling agreed responsibilities.
- Meet with the Vice President, Student Affairs or the designated individual at least three (3) times during the period to discuss the internship.

Bachelor Level 2 Internship:

- Sign the Supervisor-Intern Contract.
- Keep in contact with the supervisor.
- Follow suggested 'General Guidelines for Internship Projects' (pg. 13).
- Submit final reports at the end of the internship period.

All interns should contact the Vice President, Student Affairs or designated individual, to clarify any misunderstanding they may have.

Suggested scheduling of appointments for both levels:

- Group Session – 1st Semester at Orientation
- Individual Session – 1st Semester
- Individual Session – 2nd Semester



INTERNSHIP OBJECTIVES AND EVALUATION

1. DIPLOMA IN CHRISTIAN EDUCATION

General Objective:

The intern will couple theoretical knowledge with practical training and gain the necessary experience to be an effective Christian Education leader and/or support worker. The activities pursued should be geared towards all age groups.

Specific Objectives:

(Failure to show your fulfillment of the following objectives will result in a loss of marks.)

a) Practicum in Personal Evangelism

The intern will engage in personal evangelism in the church, family and community setting.

- i) Combine principles of personal evangelism in the Christian Educational process in the church setting and explain its impact.
- ii) Conduct two (2) sessions of personal evangelism in a context outside of his/her immediate circle at church or home and discuss negative and/or positive responses.

b) Practicum in Discipleship

The intern will work with one (1) person with the view to helping him/her become more mature in Christ.

- i) Follow through and report on the discipleship of a child, teenager or adult for at least four (4) months. *(Show plan used and reflect on outcome.)*
- ii) State how this has impacted you.

c) Practicum in Preaching and Teaching

The intern will have the opportunity to teach or preach in more than one (1) setting.

- i) Show evidence of the use of principles of teaching and learning (e.g. a teaching outline).
- ii) Plan and execute two (2) lessons with teaching plans each for three (3) different age groups within the Christian Education Department, one (1) being the adult class.
- iii) What changes have you considered making after this experience?

d) Practicum in People Care

The intern will display empathy by showing an appropriate response to someone.

- i) Show how they related to someone who expressed the need for assistance.
- ii) Plan a biblical response to that person's need under the supervision of a Pastor or experienced church leader and implement the plan.
- iii) Demonstrate how healthy relationships were developed with individuals and families in order to effectively minister to them.

e) Practicum in Leadership

The intern will identify his/her own leadership style and will have opportunity to assist in planning an event.

- i) Pay attention to your own leadership style and note its positive and negative effects, if any, on others.
- ii) Give assistance to a leader in planning an event within the context of the organization/church.
- iii) Identify one (1) area of your leadership that you need to improve.

f) Practicum in Social Ministries

The intern will be aware of some possible areas of need and where/how they can be addressed.

- i) Identify services that he/she encountered in the local church for (a) education and (b) counselling.
- ii) Discuss with his/her supervisor the possible scope of Christian Education in the local church and community.
- iii) Discuss the importance of being aware of the systems of referral.

g) Practicum in other Ecclesiastical Duties

The intern will engage in other ministerial duties in keeping with his/her level of competence, based on his/her discussion and agreement with the supervisor.

Evaluation:

- Four Journal Reports (Cumulative - submitted each quarter) (24%)
- Portfolio (submitted at the end of the internship) which includes:
 - Reports on your fulfillment of the Specific Objectives (42%)
 - Overall Internship Reflection (10%)
 - Intern's Evaluation (4%)
- Supervisor's Evaluation (20%)

(Interns are required to make use of the SAMPLE PORTFOLIO lodged in the WIST Library.)

Overall Internship Reflection Guidelines - (Diploma or Bachelor Level 1)

At the end of the Diploma or Bachelor Level 1 internship period, please include in your portfolio a three (3) to five (5) page reflective essay responding to the following items:

1. Share how you felt about what occurred during your internship. What gave you the greatest satisfaction?
2. What aroused positive and/or negative reactions?
3. Describe the types of ministry styles or philosophies reflected by your supervisor and other leaders.
4. Summarize the main things that you learnt from your contact with your supervisor.
5. In what ways did your experience help you to better understand your classroom studies?
6. What did you learn about your own preferences or abilities in ministry?
7. What do you think WIST could do better to make the internship experience more meaningful for interns?



2. A) BACHELOR IN CHRISTIAN EDUCATION (Level 1)

These requirements are the same as for the Diploma level. Refer to the requirements given under Section 1 of Internship Objectives.

2. B) BACHELOR IN CHRISTIAN EDUCATION (Level 2)

Customized Internship (3 credits)

This internship programme involves practical work in a ministry situation, usually a local church, under the guidance of an experienced, certified supervisor attached to that ministry. The successful completion of the Diploma or Bachelor Level 1 internship or its equivalent is a pre-requisite of the second level. The ministry should be done over one (1) academic year. The scope of the practical work will be agreed upon and documented in the 'Supervisor-Intern Contract', and the intern will be responsible for the records and reports required for assessment.

General Objective:

The intern will be involved in the practical work of the Christian Education ministry, and be able to evaluate the effectiveness of the Department with a view to making and implementing recommendations for improvement.

Specific Objectives:

(Do either Question (1) or Question (2), AND either Question (3) or Question (4) from the list below.)

The intern will:

1. Formulate a broad outline of a Strategic Plan for a Christian Education Department in a local church. (This should include more than the Children's Church and Sunday School Department.);

OR

2. Develop the broad outline of a quarterly (3 month) curriculum for a particular age group which should be used to satisfy one (1) of the following: Sunday School Department, Children's Church, Religious Instruction in a Public School, or Adult Bible Study **AND**
3. Plan and implement a Children's Crusade or Daily Vacation Bible School.

OR

4. Plan and execute a Family Enrichment Seminar with a view to building stronger Christian families.

Evaluation:

Students are required to complete and report on two (2) projects, each report being approximately 1500 words.

Suggested format of reports:

1. Project Title - This must be relevant to the requirements of your major.
2. Introduction, Approx. 200 words (15%)
 - i. Background to project - includes the setting and location (5%)
 - ii. Rationale - underlying principle or motivation for doing this project (5%)
 - iii. Objective(s) - what do you hope to achieve? (5%)
3. Theoretical perspective, Approx. 325 words. (20%)
 - i. Discuss the theoretical framework that you used to guide this project. What are the main assumptions and how does this perspective influence your plans?
4. Project Plan, Approx. 300 words (15%)
5. Implementation, Approx. 350 words (20%)
6. Evaluation, Approx. 200 words (15%)
7. Conclusion, Approx. 125 words (10%)
8. Bibliography (5%)

General Guidelines for Internship Projects - (Bachelor Level 2)

1. After consultation with your supervisor, decide on your projects, area(s) of focus, location, and extent.
2. Conduct a brief field survey to determine rationale for project.
3. Consider theoretical perspective and formulate objectives of what you want to achieve.
4. Formulate a committee for supportive roles.
5. Formulate project plan.
6. Implement plan.
7. Evaluate project.
8. Write up report for submission.

Pay particular attention to format, content, and referencing in final reports.



FORMS

Following is a list of the forms that are to be used during students' internship periods. Forms are available from the Student Affairs Office or can be downloaded from www.wistef.com. You will be required to log in, in order to access them on the website.

#	Form Title	Level Used
1.	Statement of Agreement	Level 1
2.	Intern's Evaluation	
3.	Journal Template	
4.	Supervisor's Evaluation Form	Level 1 and 2
5.	Supervisor-Intern Contract	Level 2





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