

WEST INDIES SCHOOL OF THEOLOGY

# INTERNSHIP MANUAL



**PASTORAL STUDIES**  
**2016**



*Serving the World*

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# INTRODUCTION

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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 and social ministries, 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

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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

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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**

Serving the World

### **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

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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.



# DESCRIPTION OF THE INTERNSHIP PROGRAMME

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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 with specific emphasis on the chosen major. As a result, the student has the opportunity to be impacted on a wider scale.
- For the duration of the internship at this level, interns will document their plans and reflections monthly, on the specified forms, which will be signed off monthly by their supervisors and submitted to the Vice President, Student Affairs or the designated individual **on a quarterly basis**. 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. This second level also runs for a period of one (1) academic year and the student earns three (3) credits upon successful completion.
- At this level, the student works more autonomously, without micro guidelines from the school regarding the nature and format of the two (2) projects that they are required to complete. The intern should, however, discuss the projects with their internship supervisor.
- 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.
- While the two projects can be related, the intern should prepare two reports in accordance with the guidelines listed herein. These reports are to be submitted in accordance with the policy of the institution at the end of the period for grading.
- Variation or exemption from these general guidelines will be dealt with on a case by case basis.

## **OVERALL GOAL**

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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 or para-church organizations. This ensures that at the end of the internship, each student will have the practical experience in various areas of Christian ministry to be able to combine cognitive learning with practical skills, and develop a feel for what part-time or full-time Christian ministry involves. In this way, the programme allows the intern to make more informed and responsible future career decisions.

# EVALUATION SYSTEM

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## Diploma/Bachelor Level 1 Internship:

- 10 Monthly Plans (Cumulative - submitted each quarter) (8%)
- 10 Monthly Reflections (Cumulative - submitted each quarter) (8%)
- Portfolio (submitted at the end of the internship) which includes:
  - Reports on your fulfillment of the Specific Objectives (50%)
  - Overall Intern 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.)*

## Bachelor Level 2 Internship – Project Reports:

**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%)

# SUPERVISOR'S ROLE

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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 full range of pastoral 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 pastoral leadership
  - Various departments and ministries
  - Any other relevant aspects of the ministry
- The supervisor will review and sign the student's **monthly** forms, 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

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## **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. 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.
- While on internship, prepare the monthly plans and reflections to present to your supervisor for signing each month. Submit these forms to the Vice President, Student Affairs or designated individual, quarterly.
- The plan and the reflection should relate to your internship goals and experiences, respectively.
- Maintain a high level of professionalism and ethics and co-operate with the supervisor or church leadership by fulfilling agreed responsibilities.

## **Bachelor Level 2 Internship:**

- Sign the Supervisor-Intern Contract.
- Keep in contact with the supervisor.
- Follow suggested 'General Guidelines for Internship Projects' (pg. 14).
- 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 - 1<sup>st</sup> Semester at Orientation
- Individual Session - 1<sup>st</sup> Semester
- Individual Session - 2<sup>nd</sup> Semester

# INTERNSHIP OBJECTIVES

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## 1. DIPLOMA IN PASTORAL STUDIES

### General Objective:

Interns will add to their theoretical knowledge, hands-on pastoral experience as they work closely with a Pastor. This internship will focus on exposing the students to different facets of pastoral life, work and care, namely pastoral counselling, people care, preaching and teaching, leadership, and evangelistic work, along with other ecclesiastical duties.

### 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 actively share the gospel to an individual or group, outside of the traditional church setting.**

- i) Show evidence of having purposely related to person(s), during your internship, in order to guide them towards faith in Jesus Christ.
- ii) State what basic principles of personal evangelism you used and discuss how they were helpful.
- iii) Note any major obstacles, if any, you encountered and report on how they were addressed.

(You can also include a testimony from the person(s) you evangelized. Do not insert their name(s), however.)

#### b) Practicum in Discipleship

**The intern will guide (disciple) younger believer(s) in a way that helps them to grow in their Christian faith.**

- i) You are required to give a clear pattern of your discipleship experience.
- ii) Show, by giving examples, how you modeled Christian principles and values before the new convert.

c) **Practicum in Preaching and Teaching**

The intern will engage in preaching and/or teaching in different settings (for example, Adult Bible Study, Worship Service, Christian Education session, Evangelistic and Deeper Life/Revival meetings).

- i) What did you learn about preaching and teaching that were not taught in the classroom?
- ii) How has lesson or sermon delivery impacted your own life and ministry?

d) **Practicum in People Care**

The intern will respond to person(s) with unique pastoral care needs (for example, the elderly, the children, the sick, the destitute, the needy, or the weak believer).

- i) Show how you related to one or more of these categories with a social, spiritual, or physical need, under the supervision of your supervisor or a designated individual.
- ii) Reflect on how healthy relationships were developed with individuals and families in order to effectively minister to them.

e) **Practicum in Pastoral Counselling**

The intern will gain hands-on experience in the area of pastoral counselling and also assist in the social ministries of the church.

- i) List some aspects of Social Ministries that you encountered in the local church and state how you engaged in at least one (1) area of this ministry.
- ii) Observe at least two (2) pastoral counselling sessions under the guidance of your supervisor or a designated individual and reflect on the relevance of your role as a Pastoral Studies student.
- iii) From your knowledge base and discussions with your supervisor, identify when it will be necessary to do a referral.

f) **Practicum in Small Group 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 church/organization.
- iii) Identify one (1) area of your leadership that you need to improve.

**g) Practicum in other Ecclesiastical Duties**

**The intern will engage in other church-related functions as agreed by all parties (for example, participate in or lead a prayer meeting, a baby dedication, a baptismal service, a communion service, a wedding ceremony or a funeral service).**

Report on your experiences, as outlined above, stating what it means to you as a Pastoral Studies intern.

**2. A) BACHELOR IN PASTORAL STUDIES (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 PASTORAL STUDIES (Level 2)**

Customized Internship (3 credits)

This builds upon the successful completion of the above practicum or its equivalent. A customized internship involves practical work in a ministry, usually a local church, under the supervision of an experienced leader. This practicum affords the student the opportunity to gain further experience in the Pastoral field. It builds upon the development and growth acquired during the Diploma or Bachelor Level 1 internship. The ministry should be done for 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:**

During the Bachelor Level 2 internship, the intern will execute two (2) projects within a ministry context, whether in the church or community, to address a problem, develop new challenges, or to meet a need.

### **Specific Objectives:**

The intern will:

1. Draw on their experience, training and knowledge base to investigate a practical problem in a ministry context within a church or para-church organization, and recommend, develop and implement an appropriate response.

AND

2. In conjunction with a small team of persons, plan and implement an innovative project within the context of the church or community that re-emphasizes the relevance of Pastoral ministry and practice.

## **OVERALL INTERNSHIP REFLECTION (Diploma or Bachelor Level 1)**

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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?



# GENERAL GUIDELINES FOR INTERNSHIP PROJECTS

## (Bachelor Level 2)

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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

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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](http://www.wistef.com). You will be required to log in, in order to access them on the website.

1. Statement of Agreement
2. Monthly Plan
3. Monthly Reflection
4. Intern's Evaluation
5. Supervisor's Evaluation Form
6. Supervisor-Intern Contract





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