

CBMC LA Policy & Procedure

Internship Program

1. PURPOSE

This policy and procedure is to govern CBMC LA in the administration of an internship program within the said church.

2. PRINCIPLE

The internship program of CBMC LA is to be in congruence with the Great Commission in discipling the nations (Matthew 28:19), and the committing to faithful who shall be able to teach others (II timothy 2:2).

3. POLICY

- 3.1 The administration of this internship program is to be in line and subordinate to the prevalent policies and procedures of CBMC LA.
- 3.2 CBMC LA may work with any Christian evangelical seminaries and / or higher educational institutes within the United States of America in the provision of internship to students undertaking pastoral, ministerial, counseling or any other church related programs.
- 3.3. CBMC LA will as far as possible assist an intern in the completion or fulfillment of the corresponding and relevant course requirements.
- 3.4 CBMC LA will assign a pastor or minister to be a mentor providing spiritual and professional guidance to the said intern.
- 3.5 CBMC LA may have one or more interns in the church or a particular ministry based upon the need and availability of resources.
- 3.6 This program will not require an intern with a CBMC LA membership.
- 3.7 CBMC LA may provide a stipend to an intern for his / her service to the church.
- 3.8 Admission to this program does not entail the offer of a hiring opportunity from CBMC LA to the said intern upon his/her completion of the program.
- 3.9 The calling and commissioning of a seminary / higher educational institute graduate to serve in CBMC LA is governed by the prevalent and relevant policy and procedure of CBMC LA.
- 3.10 CBMC LA may terminate such an internship program should any untoward circumstances arise from the presence, practices, or performance of an intern within and without CBMC LA.

3 PROCEDURES

- 4.1 A student of any Christian evangelical seminary and / or higher educational institute may apply to CBMC LA's internship program by the submission of an application to the BOE of CBMC LA. The application can either be a hard or soft copy which is obtainable from the church office or CBMC LA's website.
- 4.2 To assist in the processing of the application, an applying intern will provide CBMC LA with his / her brief resume, course description, internship policy and procedure from the seminary/educational institute, a written testimony of salvation, interest in ministerial field(s), calling or vision of ministry as well as spiritual gifts.
- 4.3 Upon the receipt of the application form, the Board of Elders will pass it to the pastoral team for screening.
- 4.4 The pastoral team will assign one or more pastor(s) to initiate a preliminary interview with the applicant, which can be by phone or in person.
- 4.5 If the designated pastor(s) find the applicant suitable, he/she/they will report this to the Senior Pastor (or pastoral team) and arrange a formal interview with the applicant.
- 4.6 The interview board will comprise of the Senior Pastor and the designated pastor(s).
- 4.7 Should the interview board find the applicant suitable, the board will forward its recommendation to the Board of Elders for approval with a proposal detailing the internship program intending for the intern, e.g. mentoring/supervising pastor, field(s) of ministry, and work schedule.
- 4.8 The mentoring/supervising pastor will conduct periodic reviews with the intern checking on his/her progress as well as his/her spiritual well-being while serving in CBMC LA.
- 4.9 Upon the successful completion of the program, the mentoring/supervising pastor will furnish a report on the performance of the intern to his/her seminary/educational institute. CBMC LA will retain an e-copy of the said report for record purpose.
- 4.10 This policy and procedure will be reviewed by the BOE at least once every 3 years or when needed.