Ministry Experience Handbook

Includes Expectations, Directions and Forms for both Academy Students and their Supervisors

Revised 9/2019
Ministry Experience Information & Directions for Students

It is vitally important that you approach your experience with the proper mind-frame. You must think of yourself as a professional, not a high school student. Not only will a positive experience help you learn and grow, it may also result in future paid internships, employment, or, at the very least, an important college reference. Your professionalism will reflect back on the school, the Christ Academy, and yourself, whether you give your best attitude and effort or not. Please strongly consider these things before beginning your ministry experience.

Below are a few directions and expectations for your Internship. Please remember, you can always e-mail Dr. Nuoffer at nuofferm@flhsemail.org, or call Mr. Fogo on his cell at 702.569.5407 if you have any questions or concerns.

Directions & Expectations

1. You should have your contact and schedule set up by May 15th. Be sure that Dr. Nuoffer has the name of the organization and supervisor.
2. Be prompt - Plan on always arriving 15 minutes early. On the rare occasion that you might be late, call 10 minutes before the arranged start time.
3. Dress professionally - You should look more professional than the other employees or interns.
4. Communicate well - Share your cell phone number and email address with your supervisor and be sure to have their information, as well. Be especially polite when you interact with other employees.
5. Work hard - have a positive attitude even if you don’t always like the work you are doing. If there is not immediate work for you to do, ask someone else if you can help.
6. Contact us - if you have any questions or if something is not going well.
7. If your experience includes different supervisors or you complete your 50+ hours with different organizations, you must fill out multiple forms for each experience. There are two forms that must be given to each supervisor and two other forms that must be completed and turned in at the end of your internship. Both of these need signatures from your supervisor. Both forms must be submitted by Dec. 15th.
8. Plan on giving a 5-7 minute presentation on your experience. This will include pictures (make sure you are in some), organization background, and your responsibilities. Presentations will take place this coming school year.
Beginning Your Internship

This document was created to help you in the beginning days of your internship. It is designed to be a framework for your beginning interactions with your supervisor. Your supervisor may operate differently, remember to be flexible.

After Finding Out Your Supervisor’s Contact Information:

1) Call to set up a phone appointment or visit. Unless they inform you otherwise, plan on professional dress (job interview) for your first meeting. Topics for your first conversation may include:

   a) Clarifying the hours you are available to work. Ask what days and hours best fit the organization’s needs.
   b) What is proper attire in their organization? Explain that you want to appear professional.
   c) Where would the supervisor like you to report each day?
   d) Clarify how your supervisor can reach you. Ask what is the best way to reach your supervisor if you are ill or can’t come to work.

2) During your first meeting at the site of your internship:

   a) Provide your Supervisor with the two-page form titled, “Information for Internship Supervisors”. There are suggested topics on Page 2 for your discussion.
   b) Show them the forms that you will fill out at the end of the internship and have them sign. Those are named, “Documentation of Internship/Leadership Hours” and “Internship/Leadership Verification”.
   c) Ask any questions you might have.
   d) Give your supervisor contact information for Dr. Nuoffer and Mr. Fogo 702.569.5407.
Give to your Internship Supervisor on the first day:

Information for Internship Supervisors

(2 pages)
Information For Internship Supervisors

About Faith Lutheran’s Christ Academy:
The Christ Academy challenges to students to grow in the Christian faith, further explore Biblical theology, and consider the vocations to which God has called them — perhaps even a career in full-time Christian ministry. Throughout the United States and the world, the need for strong Christian leaders has never been greater. Experiences and courses in the Christ Academy of Theology and Ministry equip students to consider the many ways they can fill that role in the Church.

Faith Lutheran High School offers a Christ Academy Endorsement that is added to a student's transcript upon completion demonstrating personal growth and a better understanding of Biblical theology. Students graduating from the Academy will have completed at least 5.5 credits in theology such as Faith I, Faith II, Faith III, Faith IV, Applied Christianity, approved online college courses, and the capstone course in Theology and Vocation.

This course in Theology and Vocation stretches and challenges beyond the scope of the typical theology course. Topics include: how to know your calling as part of the body of Christ, theology of worship, defending the faith, and evangelism. As part of the Academy, students will complete and present about an approved ministry experience. Ministry experiences could include a leadership position on a mission trip or a 50-hour church internship with a full-time church minister.
Information For Supervisors

Helpful Suggestions for Supervisors:

Christ Academy students undergo an application process based on their desire to grow in their faith. We have provided a few suggestions to help the experience to go well for both you and them. The expectation is that the student acts professionally and is a benefit to your organization.

◆ Clarify your expectations for the experience:
  a. Dates and times for work to be completed
  b. Dress code (please have them dress like other professionals).
  c. Exchange phone numbers. What is the procedure if the Intern or Supervisor can not make a pre-determined date or time?
  d. Provide them with an appropriate name tag or identification card.
  e. Provide a secondary person (colleague or administrative assistant) for the Intern to check-in with if they have needs or questions.
  f. Provide any information about areas of the workplace that they have access to; clarify areas that are off-limits.
  g. Clarify expectations for each given task or observation.
  h. Review and safety procedures.

◆ If you have a concern about the performance or attitude of your intern.
  a. First, have one conversation with the intern about your concern and clarify the expected behavior or production change that you desire.
  b. If any other concerns arise, please call Scott Fogo, Principal, at 702.804.4400 (office) or at 702.569.5407 (cell) and he will immediately remedy the situation for you.

Responsibilities of the Internship Supervisor:

1. Provide an internship with a high-level of learning. Although the intern may have a variety of tasks assigned to them, we do not want the majority of work to be non-learning activities. These would include many hours of office filing, etc. Please contact Mr. Fogo for clarification at 702.569.5407.
2. Supervise or assign supervision for all or part of the 50 required hours of the internship. This can include independent work in your company or organization if the work involved is part of a larger project.
3. At the conclusion, sign the document titled, “Documentation of Ministry Experience Hours” and complete and sign the document titled, “Ministry Experience Verification.”
Complete and return to Dr. Nuoffer at the conclusion of your Ministry Experience:

1) Documentation of Internship Hours
2) Internship Verification
Documentation of Ministry Experience Hours

PLEASE HAVE THIS SIGNED & RETURNED TO FAITH LUTHERAN AFTER COMPLETION

Students: Use Multiple Sheets if Necessary. Each sheet must be signed by an Internship Supervisor.

Student Name:__________________________________________________________

Name of Company or Organization:_________________________________________

Supervisor’s Name:______________________________________________________

Supervisor’s Phone Number:_______________________________________________

Supervisor’s Email:_______________________________________________________

Date:_______ Start Time: ________ End Time:_______

Date:_______ Start Time: ________ End Time:_______

Date:_______ Start Time: ________ End Time:_______

Date:_______ Start Time: ________ End Time:_______

Date:_______ Start Time: ________ End Time:_______

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Date:_______ Start Time: ________ End Time:_______

Date:_______ Start Time: ________ End Time:_______

Date:_______ Start Time: ________ End Time:_______

Date:_______ Start Time: ________ End Time:_______

Total Hours on This Sheet__________

Supervisor’s Signature:__________________________________________________
Ministry Experience Verification

PLEASE HAVE THIS SIGNED & RETURNED TO FAITH LUTHERAN AFTER THE COMPLETION OF YOUR INTERNSHIP
If you complete your internship hours with different supervisors, please have use a different form for each supervisor.

Student Information: (To be filled out by Student)
Name:___________________________________ Age:_____ Year in School:_______

Company/Organization Information: (To be filled out by Student)
Company or Organization:____________________________________________________
Company or Organization’s Address:__________________________________________
City_____________________ State______  Zip_____________
Supervisor’s Name________________________________________________________
Supervisor’s Position/Title__________________________________________________
Supervisor’s Phone Number_________________________________________________
Supervisor’s Email:________________________________________________________

Experience Verification: (to be filled out by Supervisor)

Description of Student Work (tasks, observations, etc.):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Comments:______________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Number of Total Hours Completed: __________________

Supervisor Signature: ______________________________