

# ARIZE INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE

FIELD EDUCATION FORMS FOR BACHELOR OF BIBLICAL STUDIES WITH  
EMPHASIS ON THE FIVE-FOLD MINISTRY

Mailing Address  
P.O. BOX 517  
CARRBORO,  
NORTH CAROLINA  
27510

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**APPLICATION  
MINISTERIAL AGREEMENT AND REQUEST TO SUPERVISE A  
STUDENT FORM**



DATE: \_\_\_\_\_

NAME OF CHURCH/AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHURCH/AGENCY / CHRISTIAN BUSINESS/CHRISTAIN ORGANIZATION

\_\_\_\_\_

E-MAIL \_\_\_\_\_

CHURCH/AGENCY CHRISTIAN BUSINESS/CHRISTIAN ORGANIZATION

WEBSITE: \_\_\_\_\_

NAME OF SUPERVISOR-MENTOR: \_\_\_\_\_

Do you expect a change in supervision during the term of the placement? Yes  No

- Is the supervisor ordained? Yes  No
- Does the supervisor have a Master of Divinity or specialized degree? Yes  No

*If so, please indicate school, degree awarded, and year:* \_\_\_\_\_

- Has this site hosted an intern previously? Yes  No

*If so, please indicate the most recent placement period and intern's name.* \_\_\_\_\_

SUPERVISOR CELL PHONE: \_\_\_\_\_

SUPERVISOR E-MAIL: \_\_\_\_\_

We will be corresponding by email. We are limited to one email address in our system. Please direct all email to: \_\_\_\_\_

**CHURCH/AGENCY DESCRIPTION**

Check One: Church  Agency/Non-Profit, Ministry, Christian Organization/Business

Denomination (if applicable): \_\_\_\_\_

Number of Active Members/Constituents: \_\_\_\_\_

Number of Professional Staff: \_\_\_\_\_

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Please describe the ethnic/racial makeup of your congregation or people served by your agency..

Asian/Asian-American/Pacific Islander \_\_\_\_\_% African/African American/Black \_\_\_\_\_%  
White/Caucasian (Non-Hispanic) \_\_\_\_\_% Hispanic/Latino \_\_\_\_\_% Native American/American Indian  
\_\_\_\_\_ % Other \_\_\_\_\_%



***Please briefly answer the following questions to give us a picture of your church or non-profit. Your answers will help us better understand your unique ministry context.***

Describe the context of your community or ministry. With whom and for whom do you provide ministry? Are there specific community ministries with whom a student intern could engage?

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Describe the character of your congregation or community. What ministries are simply part of how your community operates? What makes your congregation or non-profit distinctive?

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Collaboration with community partners is a core value in our formation of students. With whom do you collaborate in ministry to your community?

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Introduce us to your team by including a short bio here. Feel free to specify any specific skills or strengths that might be shared with an intern.

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Share with us which 3-5 persons who might serve as a team of community mentors that will journey with the student and support them in their learning goals. What expertise and skills might they help an intern develop?

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### LEARNING PLAN

Arize Institution of the Five-Fold Ministry and Bible College seeks to maximize the learning potential of the students by establishing appropriate educational expectations. Will you and your church/agency *(please check each item below to indicate that you have read and agree to this requirement)*:



- Participate in **supervisor/student orientation**?
- Grant the intern identity as a ministering person and allow the intern to exercise an **appropriate range** of ministerial responsibilities under your careful supervision?
- Use the **Learning-Serving Covenant** to establish clear goals for the intern and expectations of the Church/Agency?
- Provide for the intern **regular supervisory conversation with theological reflection** on the student's lived experiences of ministry?
- Complete a **final review** documenting learning attained and celebrating accomplishments?
- Establish and use a mentoring team to offer the student** community support? (A mentoring team is composed of 3-4 members of your community who will journey with the student and support their learning goals)

### SERVICE PLAN

Please indicate how you will identify the student in your ministry (e.g. student associate minister, ministerial intern, etc.):

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Please list the ways an intern might engage in your ministry/agency. This is important for the Bachelor in Biblical Studies with Emphasis on the Five-Fold Ministry Field Education in placing the student and in establishing student expectations prior to their arrival for learning and service. Students should expect structure, support, and accountability in their involvement. It is understood this is a tentative profile of an intern's role in your ministry. Except in limited instances, **the student is not expected to carry full responsibility for programs or ministries of the placement.**

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Are there specialized skills or experiences required for a student to be successful in your setting?

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(Page 3 of 4 – Ministerial Covenant)

Do you have need for the student to begin the internship on a date other than \_\_\_\_\_, the official date established by the Dean of Field Education? Yes  No

*If yes, what date are you requesting the placement to begin?* \_\_\_\_\_



Arize Institute of the Five-Fold Ministry and Bible College seeks placements that share the gospel’s vision of inclusiveness. Have you, with your congregation or constituency, thoughtfully considered the opportunity of ministering with a student who would bring diversity in regard to nationality, denomination, race, culture, ability, gender identity, and/or sexual orientation? Are you willing to receive a student irrespective of **nationality, (dis)ability, denomination, race, culture, gender identity, or sexual orientation**? Please be candid.

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#### COVENANT OF MINISTERIAL ETHICS:

In Ephesians 4, the apostle reminds us that all Christians are called to “lead a life worthy of the calling to which we have been called.” Because of this high calling, we hereby commit to upholding the following standards of behavior:

- To maintain all confessional conversations as confidential except in the cases of suspected child abuse or neglect or in cases where reporting is required by law.
- To maintain appropriate boundaries with church member or staff and other clergy, supervisors or students, and organizational constituents. Sexually hostile environments, such as telling inappropriate jokes, making indecent gestures, demeaning comments, inappropriate commenting on physical attributes, or offensive language, may be considered forms of sexual harassment. It is never appropriate to have sexual contact with church members/clients or with students under your care.
- To commit to keeping, as much as possible, the time commitments agreed upon in the Learning-Serving Covenant and to contact the supervisor/student when changes need to be requested, particularly related to the agreed upon times for supervisory conversation.

#### COVENANT AGREEMENT:

We, the undersigned, covenant with Arize Institute of the Five-Fold Ministry and Bible College to provide the support, service and learning opportunities, as outlined in this application, to the best of our abilities. In addition, we have read and commit to the best of our abilities, to keep the covenant of ministerial ethics provided above.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Supervisor-Mentor

(Page 4 of 4 -Ministerial Covenant)

## Covenant agreement for Field Education Form

(Fill out and return to the Dean of Field Education)



Field Education Intern Student \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Ministry Site: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone  
# \_\_\_\_\_  
Email: \_\_\_\_\_

The above parties enter into this covenant educational partnership with Arize Institute of the Five-Fold Ministry to establish an internship in the Five-Fold ministry calling and ministry setting, whether it be a church, ministry, Christian Business, Christian Organization, or agency, and agree to the following terms for this supervised practice in ministry.

- Dates:** The period of ministry for this internship will be as follows:  

| Starting | Date(M/D/Y) | Concluding | Date  |
|----------|-------------|------------|-------|
| (M/D/Y)  | _____       |            | _____ |
- Authority:** The Student Intern will recognize the authority of the fully established governing body of the ministry site who name shall follow: \_\_\_\_\_

The following list of general responsibilities relates to supervised practice of ministry, church, agencies, Christian organizations, and Christian businesses. Learning service Agreements and related document that detail more specific and detailed responsibilities and expectations.

- Responsibilities of the Ministry site. The Student Internship to:**
  - Involve the student intern in a broad range of mutually agreed on responsibilities with the congregation (if you are the pastor) during the ministry period.*
  - If the student is offered monetary stipend by the church, Christian organization, ministry, Christian business, etc., the supervised personnel is responsible for having or giving the student inter the proper form to report earnings to the tax authorities.*
- Responsibility of the Supervisor:**
  - The supervisor shall be responsible to:**
    - Supervise the ministry of the student intern, meeting regularly for theological reflection and will provide administrative oversight of the work of the student intern.
    - Establish a Learning Service Agreement with the student intern.
    - Complete evaluations of the intern's work and submit the work to Arize Institute of the Five-Fold Ministry and Bible College via email. [www.arizeffmbc2019@gmail.com](mailto:www.arizeffmbc2019@gmail.com). Or via Mailing Address. (P.O. Box 517, Carrboro, NC 27510
- Responsibilities of the Student Intern.** The student intern shall be responsible for:
  - Communicate in advance with the candidacy oversight agency of his or her denomination about this internship.
  - Work with supervisor to establish a Learning Service Agreement.





# SUPERVISOR'S FINAL EVALUATION OF INTERN/STUDENT NARRATIVE FORM



(Students: Please make a copy for your records)

Name of Student \_\_\_\_\_

Field Education Site \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** This evaluation form is one of two from which the field education supervisor and student may choose to fulfill the requirements for field education credit. It provides the supervisor an opportunity to give a narrative evaluation. The topics listed are not intended to be exhaustive but outline minimally the criteria for evaluation. Please feel free to add categories and to use more space than provided here. The more specific you can be in the evaluation, the more helpful the evaluation will be to the student and Arize Institute of the Five-Fold Ministry and Bible College Faculty.

**This form must be jointly reviewed and signed before submission.** No one should, under any circumstances, sign an incomplete evaluation. The signatories should see the completed form before they sign it. The intern should see that the evaluation is mailed in a sealed envelope with the name of your church or agency. Failure to submit this form may lead to denial of Field Education credit.

I. Completion of Field Education Learning Objectives and Tasks. Please indicate how the student fulfilled the objectives (discuss tasks specifically) outlined in the Learning-Serving Covenant and whether they have been satisfactorily met.

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II. Competency in Ministry Skills. On the basis of the objectives agreed upon in the Learning-Serving Covenant, please evaluate the student's progress in developing ministerial skills and ability to integrate academic work, field experience, and personal spiritual life. Identify areas of strength and areas for growth.

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(Page 1 of 2 Supervisor's Final Evaluation of Intern/Student Narrative Form)



III. Ability to Relate to Others. Please assess the student's ability to work with you and others, making specific reference to how the student is available to people, takes leadership roles, deals with authority, demonstrates sensitivity to others and context, and respects confidence.

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IV. Awareness of Interpersonal Dynamics. Please comment on the student's sense of self-awareness, ability to integrate who they are and what they do, and development of ministerial and leadership identity.

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V. Comments and Recommendations. What, if any, educational opportunities would you suggest for this student's further growth?

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

(Page 2 of 2 Supervisor's Final Evaluation of Intern/Student Narrative Form)

# Arize Institute of the Five-Fold Ministry and Bible College Learning Service Agreement – Part I



*Return this completed and signed form to the Dean of Field Education via a direct mail to:  
P.O. Box 517, Carrboro, North Carolina 27510*

Student Intern: \_\_\_\_\_  
Address during Student Internship \_\_\_\_\_  
Email address of Student Intern: \_\_\_\_\_  
Field Education student internship site: \_\_\_\_\_  
Address of placement site: \_\_\_\_\_  
Student Internship Supervisor: \_\_\_\_\_  
Lay Mentor Name: \_\_\_\_\_  
Lay Mentor Email Address: (Optional) \_\_\_\_\_  
Period of Student Internship: From (M/D/Y) \_\_\_\_\_ To (M/D/Y) \_\_\_\_\_  
Requirement of all Internship is minimum 400 hours)  
Full-time hours \_\_\_\_\_ Part-time hours \_\_\_\_\_ Combination FT/PT hours \_\_\_\_\_  
Specify: \_\_\_\_\_

Approved Absences from Student Internship (Holidays & other times such as Ordination Exams if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Church , agency, Christian business, ministry, or Christian organization: Describe what the Internship seat offers by the way of experience and opportunities for the Student Intern.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I confirm that the supervisor of this Field Education or representative thereof is aware of this Student internship.

Supervisor: \_\_\_\_\_ Date : \_\_\_\_\_

I (we) agree to the enclosed and responsibilities as the key activities for this internship and as the basis for evaluation of the intern's work.

Student Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Field Education \_\_\_\_\_ Date: \_\_\_\_\_

(Page 1 of 5 AIFFMBC Learning Service Agreement Form)

## Arize Institute of the Five-Fold Ministry and Bible College Part II of Learning Service Agreement Form



NOTE: All Student Interns need to present and include the following:

- One related to **Public leadership** Learning agreement.
- One related to **Theological reflection** Learning Agreement.
- One related to **Management of the practical affairs** of a congregation.
- One related to the **theological relationship in a Christian Business**.
- One combination of the above with both parties, **the Student Intern, and the supervisor** experience of their combined choice.

**A reminder:**

1. **Habit or Skill:** \_\_\_\_\_  
\_\_\_\_\_  
**Learning Objectives:** \_\_\_\_\_  
\_\_\_\_\_
2. **Habit or Skill:** \_\_\_\_\_  
\_\_\_\_\_  
**Learning Objectives:** \_\_\_\_\_  
\_\_\_\_\_
3. **Habit or Skill:** \_\_\_\_\_  
\_\_\_\_\_
4. **Learning Objectives:** \_\_\_\_\_  
\_\_\_\_\_
5. **Habit or Skill:** \_\_\_\_\_  
\_\_\_\_\_  
**Learning Objectives:** \_\_\_\_\_  
\_\_\_\_\_

Be specific with each of these area Habit or Skill, Learning Objective, and Responsibility!

**The Habit or Skill** reflect AIFMBC commitment to a breadth and dept to theological study and practice, that witnesses to God’s diverse world.

**Learning Objective** – what program/study/experience will you develop to give learners a chance to engage with learning about that Habit or skill?

**Responsibility** – ensure there are measurable and accountable ways to show how the objective has been accomplished.

(Page 2 of 5 Learning Service Agreement Form)

## Part III Learning Service Agreement

Choose Five of the Nine Services– which Service are you the student providing?



Name: \_\_\_\_\_

Email of Student Intern: \_\_\_\_\_

Address of site: \_\_\_\_\_

Email of site: \_\_\_\_\_

NOTE: ALL INTERNS NEED TO INCLUDE THE FOLLOWING – Check which applies:

- One related to **PUBLIC LEADERSHIP**
- One related to **THEOLOGICAL REFLECTION**
- One related to **MANAGING THE PRACTICAL AFFAIRS** of a Church, ministry, Christian organization, Christian agency, etc.
- One related to **WORSHIPING PLANNING.**
- One related to **EVANGELISM.**
- One related to **PASTORAL** responsibilities.
- One related to the affairs of the **APOSTLE.**
- One related to the affairs of the **PROPHET.**
- One related to the affairs of the **TEACHER.**

1. **Public Internship.** “Lead in ethical witness to society, challenging public evil and cultivating the common good.”

**Learning Objective:** Develop skills and abilities that encourage people to see the needs of others in society and the world. Act to support a change in perspective as necessary for the good of others and to extend God’s mercy and justice in the world in which we live.

**Responsibility:** Learn the specific needs of any farm worker or those working in a rehab structure that deals with drug awareness, poverty, adult literacy, and alcoholism. Hold at least one community guided event to identify these issues publicly and “if the way is clear” develop a fundraising activity to support a specific need in the community.

2. **Theological Reflection** – “An ability to ground theology in practical reality; awareness that theoretical reflections build on practical wisdom and that theological propositions must be tested by their consequences for the individuals.

**Learning Objective:** To grow and to develop integrative reflection abilities needed for ministry. Participate actively and reflectively through testing theological ideas and praxis of these ideas within a multi-generation ministry context.

**Responsibility:** Reflect on theological growth through supervisor-student intern meetings. The student intern will also complete four quarterly theological reflection papers submitted to both the internship supervisor and the Dean of Field Education.

3. **Managing the Practical affairs of a Church, ministry, Christian organization, Christian agency, etc.**

**Learning Objective :** Business Goals will show the student how to build a vision for staff that is centered around Christ. Christian goals with the Bible as the fundamental used to operate a Christian business pleases Christ. Show evidence of anyone in Scripture and

(Page 3 of 5 – Learning Service Agreement Form)



their principles for operating a Christian organization, agency, or Christian Business. Develop a good understanding of church, ministry, Christian organization, Christian Business and Christian agency's vision as expressed through the supportive administrative operations of the entity. Observe and participate in committees, session meetings, church meetings in order to glean an operational understanding of their operation and rules.

**Responsibility:** Participate in all meetings as advised by the supervisor. Participate in the planning stage of any programs.

4. **Worship planning:** "Lead a congregation in worship. Preach literate, thoughtful, scripture-based sermons."

**Learning Objective:** To evidence historical and theological responsibility in the interpretation of scripture and in all communicational represent accurately the words and meanings of others and to account for one's interpretation.

**Responsibility:** The Student intern and pastor/supervisor will work out a rotating schedule for preaching and serving. The schedule will include both the services if there are two.

5. **Evangelism:** "Articulate the global witness of mission of the church and foster participating in its evangelistic task.

6. **Pastoral Care:** Provide pastor care and counseling.

**Learning Objective:** Grow and develop skills and abilities to meet pastoral need to the church, Christian Business, Ministries, Christian agency, etc.

**Responsibilities:** Learn the specific needs of the church, etc. and support the pastor, or supervisor of the business, agencies, ministries, Christian organizations (i.e., Salvation Army for example.

7. **Affairs of the apostle.** Undertaking and working in the office of the apostle.

**Learning Objective:** Looking at the challenges they've faced and how they learned from those difficulties and discover how learning from their experiences can assist other apostles learn from your experiences., too.

**Responsibilities** – shadow the apostle as they walk in ministry. Learn their habits, their daily prayer life, and meditation. Interact with those that are faithful to the apostle and those that are not.

8. **Affairs of the prophet.** Understanding the office of the prophet. One of the most significant ways in which God spoke to Israel was through Prophets. The prophets usually but not always were men, but there also were women who were prophetess. Discover the special role of the prophet as he received a special anointing from God. Some worked alone and others in groups. Some prophets were Government officials and advisors to the King, whilst others were critics of the Government. Other prophets were not concerned with Government but brought messages to ordinary folk.

**Learning Objective:** Walk alongside a prophet and discover the intimacy between God and the prophet in the prophetic word as he gives it to the people. Witness how the prophets told people about the nature and character of God. This was in order to strengthen their relationship with God. They wanted to show God is real and caring. He is a God of Judgement, but also a God of Love.

**Responsibility:** Discover and example several prophets in the Bible and see how they operated not only in the church , but in Christian business, agencies, and other entities during the Old and New Testament. The challenge for the Student Intern is to compare how the world operated at the time before the Bible was written and how the world operates at this present time, in fairness and justice. Not all the prophets were made! Huldah is one of the few women prophets we hear of. Discover some examples of women who were prophetess. **HINT:** When King Josiah discovered the book of the Law, as he was restoring the Temple, he asked Huldah for God’s will in the matter. Asking a woman to pronounce on an issue of such importance was apparently not a problem for the officials. The writer records the episode without comment concerning her gender.



9. **Affairs of the teacher.** One related to teaching in an Elders ministry. You may substitute a “children’s” or “youth ministry.”

**Learning Outcome:** The Teacher grounds, he or she explains and clarifies the truth. They have an amazing capacity to take complex subjects and make them simple resulting in a strong foundation and deep roots in the Word of God for both the pastor and the flock.

**Responsibility:** Resourcing the church downwards towards scripture, cultivating training environment developing articulate illuminators, integrating belief and practice, shifting worldviews & paradigms, facilitating theological dialogue, creating learning resources sharing wisdom & insight



## Registration for a Student Pastorate Form



Before you complete the form below, please read and spend time in prayerful discernment. The role of Student Pastor is not for everyone. This form is appropriate and necessary since student pastors do not work totally under on-site supervisors as do other students in field settings. There must be a conversation between the Student Pastor, Supervisor of site placement and the Dean of Field Education (For information purposes only). This consultation will begin with the appointment process and continue through graduation. It will include sharing transcripts, reference materials (where appropriate), evaluations by supervisors and local churches, etc.

The purpose of this flow of information is the formation of the Student/intern for ministry. In this task, churches, ministries, Christian businesses, Christian agencies, etc. and Arize Institute of the Five-Fold Ministry and Bible College Dean of Field Education share a mutual opportunity and responsibility. Your completion of this form, including your signature, is your consent to this educational process including the release of transcripts, references, and other appropriate materials.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile \_\_\_\_\_

Email of Student \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Sex \_\_\_\_\_ Marital Status \_\_\_\_\_ (If engaged, date of wedding) \_\_\_\_\_

Do you have any physical condition which should be considered in your appointment? \_\_\_\_\_

\_\_\_\_\_ Spouse's name \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile \_\_\_\_\_

Spouse's current employment \_\_\_\_\_ Ages of children \_\_\_\_\_

Church denomination \_\_\_\_\_

All Student Pastors: Previous College/University Education \_\_\_\_\_

\_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_

Date of enrollment at AIFFMBC \_\_\_\_\_ Projected graduation date \_\_\_\_\_

\_\_\_\_\_ AIFFMBC GPA \_\_\_\_\_ Long-range ministry goal: \_\_\_\_\_

**Please attach a CV or resume, including all previous secular and church work experience, voluntary and remunerated.**

Why do you seek appointment as a student pastor? \_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize Arize Institute of the Five-Fold Ministry and Bible College to consult fully with my denominational officials regarding an appointment or call as a student and progress as a pastor throughout my enrollment at Arize Institute of the Five-Fold Ministry and Bible College. This authorization includes, where appropriate, use of materials in AIFFMBC files, solicitation of information from denominational and local church offices as well as verbal consultations.

Signed \_\_\_\_\_  
DATE: \_\_\_\_\_

## HABITS AND SKILLS



Arize Institute of the Five-Fold Ministry and Bible College, in the Field Education department of the Bachelor of Biblical Studies with the emphasis on the Five-Fold Ministry respects all who are involved in the educational experience for those in the Five-Fold Ministry callings of Christ and expects the students and supervisors alike to honor and respect one another. Below is the qualities and practices that proceed from worthy trends of mind or character, each contributing to education in the spiritual formation, critical theological reflection, and the skills and arts of ministry.

1. Knowledge of and respect for the entity meaning, i.e., the Church of Jesus Christ, a Christian Business, Christian Organization, Christian agency, ministry, etc., mission. There must be knowledge of, respect for, and intelligent of those entities mentioned above, and a manifold tradition; a sense of how and why theological reasoning has been done in the past, and in the present by others.
2. Historical and theological responsibility in the interpretation of Scripture and all communication; the ability to represent accurately the words and meaning of others and to account for one's interpretation.
3. Personal integrity' reflecting a healthy sense of self and healthy relations with others, in which one behaves ethically and exercises compassion.
4. Commitment to ongoing spiritual formation and a well-nurtured relationship with Christ, and commitment to fostering that relationship in others.
5. Critical awareness of the impact of social, political, economic, and cultural context on life and thought, critical interpretation of evidence on which historical knowledge is founded.
6. An ability to ground theology in practical reality; awareness that theoretical reflection builds on practical wisdom and that theological propositions must be tested by their consequences for the individuals or congregation or business, agency, or ministry that hold them.
7. Sensitivity to contrasting experiences and cultures and respect for otherness, in the Christian faith and outside of it.

Arize Institute of the Five-Fold Ministry and Bible College seeks to train ministers of the Five-Fold Ministry who, practice these habits listed above, demonstrate certain skills, as appropriate to the form of ministry and service in the church, a Christian agency, a Christian business, a Christian organization, and ministry to which they are called. Among these are the ability to:

- Lead by example.
- Conduct a church worship service (If supervision is in a church).
- Provide pastoral care and counseling (If supervision is in a church or Christian agency, such as the Boys and Girls club).
- Educate a ministry of faith.
- Manage practical affairs.
- Articulate the global witness and mission of the church and other Christian designed entities.
- Articulate personal faith and nurture the spiritual life of all.
- Lead in ethical witness to society, challenging public evil and cultivating the common good.
- Apply theological education in non-congregational ministries.

## WORKSHEET FOR REQUIREMENTS



Student Intern's Name \_\_\_\_\_

Church/Christian Agency, Business, Organization, Ministry Name: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Internship Date: From \_\_\_\_\_ To: \_\_\_\_\_

The following is provided for the Student intern and the supervisor to use to establish a timetable for when internship materials are due. The supervisor and the Student intern should keep a copy of this form and send a copy to the Dean of Field Education.

| Requirement                            | Party or Parties Responsible      | Target Date                     | Date Submitted |
|--|-----------------------------------|---------------------------------|----------------|
| Sexual Harassment Training Certificate | Intern & Supervisor               |                                 |                |
| Supervised Practice Ministry Agreement | Intern & Supervisor               | Prior to Internship Start Date  |                |
| Learning Service Agreement             | Intern & Supervisor               | At Orientation or earlier       |                |
| First Evaluation                       | Intern & Supervisor on 2 of 4     | After the 1 <sup>st</sup> Month |                |
| Theological Reflection Paper #1        | Intern & Supervisor on 2 of 4     |                                 |                |
| Theological Reflection Paper #2        | Intern & Supervisor on 2 of 4     |                                 |                |
| Theological Reflection Paper #3        | Intern & Supervisor on 2 of 4     |                                 |                |
| Theological Reflection Paper #4        | Intern & Supervisor on 2 of 4     |                                 |                |
| Mid- Student Intern Evaluation         | Intern & Supervisor               |                                 |                |
| Sermon Evaluation# 1                   | 3-5 People (Supervisor of 1 of 3) |                                 |                |
| Sermon Evaluation# 2                   | 3-5 People (Supervisor of 1 of 3) |                                 |                |
| Sermon Evaluation# 3                   | 3-5 People (Supervisor of 1 of 3) |                                 |                |
| Final Evaluation                       | Intern & Supervisor               |                                 |                |
| Post – Student Intern Assessment       | Intern                            |                                 |                |
| Assessment of Intern (Supervisor       | Intern                            |                                 |                |

## FINAL INTERNSHIP EVALUATION



INTERN \_\_\_\_\_

INTERNSHIP SITE: \_\_\_\_\_

*This supervisor and Student intern are to use this Evaluation as a basis for discussion regarding work and progress to date. The student should complete the form first and turn it in to the supervisor. After the supervisor has completed the form the two should meet to discuss their ratings and comments. At the conclusion of the conference, the supervisor and intern should reach mutual agreements on each of the items show below, recording their consensus by signing the forms and sending a copy to the Office of the Dean of Field Education, Arize Institute of the Five -Fold Ministry and Bible College. The supervisor and the intern should retain copies to be used as part of the discussion for future evaluations.*

- Scale: (4) Exceptionally effective  
 (3) Reasonably Effective  
 (2) Effective  
 (1) Not effective  
 (0) No basis for judgement

### A. Role as Apostle – Planter

| Ability  | Student Rating | Supervisor Rating |
|--|----------------|-------------------|
| Listening to people without personal agenda.   |                |                   |
| Accepting people who are different from yourself.                                      |                |                   |
| Respecting confidential information.   |                |                   |
| Relating to others in a friendly, positive manner.                                     |                |                   |
| Being at ease in one-on-one relationships.   |                |                   |
| Developing trust.  |                |                   |
| Responding with empathy and resourcefulness to people in times of need.                |                |                   |
| Assisting in planting ministries.  |                |                   |
| Showing appropriate initiative in responding to suggestions.                           |                |                   |
| Being at ease at group relationships   |                |                   |
| Understanding and discerning the needs of those who supervise and the needs of others. |                |                   |

| STUDENT INTERN COMMENTS          | SUPERVISOR COMMENTS              |
|----------------------------------|----------------------------------|
| _____<br>_____<br>_____<br>_____ | _____<br>_____<br>_____<br>_____ |

INTERN \_\_\_\_\_

INTERNSHIP SITE: \_\_\_\_\_



*This supervisor and Student intern are to use this Evaluation as a basis for discussion regarding work and progress to date. The student should complete the form first and turn it in to the supervisor. After the supervisor has completed the form the two should meet to discuss their ratings and comments. At the conclusion of the conference, the supervisor and intern should reach mutual agreements on each of the items show below, recording their consensus by signing the forms and sending a copy to the Office of the Dean of Field Education. The supervisor and the intern should retain copies to be used as part of the discussion for future evaluations.*

- Scale:** (4) Exceptionally effective  
 (3) Reasonably Effective  
 (2) Effective  
 (1) Not effective  
 (0) No basis for judgement

**B. Role as Prophet - Seer**

| Ability   | Student Rating             | Supervisor Rating |
|---|----------------------------|-------------------|
| Awareness of a situation.   |                            |                   |
| Supporting the total ministry with enthusiasm and a cooperative spirit.                                 |                            |                   |
| Respecting confidential information.  |                            |                   |
| Relating to others in a friendly, positive manner.  |                            |                   |
| Being at ease in one-on-one relationships.  |                            |                   |
| Developing trust.   |                            |                   |
| Planning and developing programs and searching out other prophets.                                      |                            |                   |
| Overseeing and prophetically sharing what God has given to assist the supervisor and or other prophets. |                            |                   |
| Showing appropriate initiative in responding to suggestions.  |                            |                   |
| Accepting and learning from critiques.  |                            |                   |
| Demonstrating a positive, constructive attitude about those you oversee.                                |                            |                   |
| Communicating in an open, honest, and straightforward manner.   |                            |                   |
| <b>STUDENT INTERN COMMENTS</b>  | <b>SUPERVISOR COMMENTS</b> |                   |
| _____   | _____                      |                   |
| _____   | _____                      |                   |
| _____   | _____                      |                   |
| _____   | _____                      |                   |

INTERN \_\_\_\_\_  
 INTERNSHIP SITE: \_\_\_\_\_



*This supervisor and Student intern are to use this Evaluation as a basis for discussion regarding work and progress to date. The student should complete the form first and turn it in to the supervisor. After the supervisor has completed the form the two should meet to discuss their ratings and comments. At the conclusion of the conference, the supervisor and intern should reach mutual agreements on each of the items show below, recording their consensus by signing the forms and sending a copy to the Office of the Dean of Field Education. The supervisor and the intern should retain copies to be used as part of the discussion for future evaluations.*

- Scale: (4) Exceptionally effective  
 (3) Reasonably Effective  
 (2) Effective  
 (1) Not effective  
 (0) No basis for judgement

**C. Role as an Evangelist - Gatherer**

| Ability  | Student Rating                   | Supervisor Rating |
|--|----------------------------------|-------------------|
| Studying the territory.  |                                  |                   |
| Supporting the total ministry with enthusiasm and a cooperative spirit.  |                                  |                   |
| Respecting confidential information.   |                                  |                   |
| Relating the gospel of Jesus Christ in their evangelistically approach – their theology interactions with individuals. |                                  |                   |
| Being at ease in one-on-one relationships.   |                                  |                   |
| Developing trust.  |                                  |                   |
| Identifying and analyzing social or community issues.  |                                  |                   |
| Utilizing suggestions from other evangelist as to how they have evangelized in the past.                               |                                  |                   |
| Showing appropriate initiative in responding to suggestions.   |                                  |                   |
| Accepting and learning from critiques.   |                                  |                   |
| Demonstrating a positive, constructive attitude about those you oversee.   |                                  |                   |
| Communicating in and open, honest, and straightforward manner.   |                                  |                   |
| <b>STUDENT INTERN COMMENTS</b>   | <b>SUPERVISOR COMMENTS</b>       |                   |
| _____<br>_____<br>_____<br>_____   | _____<br>_____<br>_____<br>_____ |                   |

INTERN \_\_\_\_\_

INTERNSHIP SITE: \_\_\_\_\_



*This supervisor and Student intern are to use this Evaluation as a basis for discussion regarding work and progress to date. The student should complete the form first and turn it in to the supervisor. After the supervisor has completed the form the two should meet to discuss their ratings and comments. At the conclusion of the conference, the supervisor and intern should reach mutual agreements on each of the items show below, recording their consensus by signing the forms and sending a copy to the Office of the Dean of Field Education. The supervisor and the intern should retain copies to be used as part of the discussion for future evaluations.*

- Scale: (4) Exceptionally effective  
 (3) Reasonably Effective  
 (2) Effective  
 (1) Not effective  
 (0) No basis for judgement

**D. Role as the Pastor – Care giver**

| Ability  | Student Rating | Supervisor Rating |
|--|----------------|-------------------|
| Listening to people without agenda intruding.                            |                |                   |
| Supporting the total ministry with enthusiasm and a cooperative spirit.  |                |                   |
| Respecting confidential information.                                     |                |                   |
| Relating to others in a friendly, positive manner.                       |                |                   |
| Being at ease in one-on-one relationships.                               |                |                   |
| Developing trust.  |                |                   |
| Responding with empathy and resourcefulness to people in times of need.  |                |                   |
| Visiting with members in non-crisis situations.                          |                |                   |
| Showing appropriate initiative in responding to suggestions.             |                |                   |
| Accepting and learning from critiques.                                   |                |                   |
| Demonstrating a positive, constructive attitude about those you oversee. |                |                   |
| Communicating in an open, honest, and straightforward manner.            |                |                   |

| STUDENT INTERN COMMENTS          | SUPERVISOR COMMENTS              |
|----------------------------------|----------------------------------|
| _____<br>_____<br>_____<br>_____ | _____<br>_____<br>_____<br>_____ |





INTERN \_\_\_\_\_

INTERNSHIP SITE: \_\_\_\_\_

***This supervisor and Student intern are to use this Evaluation as a basis for discussion regarding work and progress to date. The student should complete the form first and turn it in to the supervisor. After the supervisor has completed the form the two should meet to discuss their ratings and comments. At the conclusion of the conference, the supervisor and intern should reach mutual agreements on each of the items show below, recording their consensus by signing the forms and sending a copy to the Office of the Dean of Field Education. The supervisor and the intern should retain copies to be used as part of the discussion for future evaluations.***

- Scale: (4) Exceptionally effective  
 (3) Reasonably Effective  
 (2) Effective  
 (1) Not effective  
 (0) No basis for judgement

**E. Role as Teacher - Grounder**

| Ability  | Student Rating                   | Supervisor Rating |
|--|----------------------------------|-------------------|
| Involving learners in the educational process.   |                                  |                   |
| Setting clear goals and objectives.  |                                  |                   |
| Selecting concepts appropriate for learners' ages and needs.                                     |                                  |                   |
| Sequencing teaching activities in a logical order.   |                                  |                   |
| Communicating Christian beliefs to persons of various age levels.                                |                                  |                   |
| Using appropriate variety of teaching methods.   |                                  |                   |
| Using well-state questions to stimulate learning.  |                                  |                   |
| Leading group discussions in a purposeful way.   |                                  |                   |
| Creating an appropriate physical environment for teaching.                                       |                                  |                   |
| Demonstrating poise and personal comfort in the role of a teacher of the gospel of Jesus Christ. |                                  |                   |
| Organizing workshops.  |                                  |                   |
| Using appropriate language in teaching morals in business as well as Church life.                |                                  |                   |
| <b>STUDENT INTERN COMMENTS</b>   | <b>SUPERVISOR COMMENTS</b>       |                   |
| _____<br>_____<br>_____<br>_____   | _____<br>_____<br>_____<br>_____ |                   |



### Personal Work Habits

| Ability  | Student Rating | Supervisor Rating |
|--|----------------|-------------------|
| Developing disciplines for spiritual growth.             |                |                   |
| Managing time for study, work, family/friends, and self. |                |                   |
| Being dependable.  |                |                   |
| Being prepared   |                |                   |
| Setting realistic work objectives.                       |                |                   |
| Completing tasks.  |                |                   |
| Being punctual and keeping appointments.                 |                |                   |
| Observing etiquette appropriate to the setting           |                |                   |
| Completing task.   |                |                   |
| Dressing appropriately and neatly.                       |                |                   |

| STUDENT INTERN COMMENTS | SUPERVISOR COMMENTS |
|-------------------------|---------------------|
| <hr/>                   | <hr/>               |
| <hr/>                   | <hr/>               |
| <hr/>                   | <hr/>               |
| <hr/>                   | <hr/>               |

**GENERAL ASSESSMENT**



A. How would you describe your general temperament/disposition as you have interacted with your internship site (e.g., angry, nervous, confident, casual, careless, serious, joyful, warm, etc.)?

| STUDENT'S COMMENTS ON THIS AREA OF MINISTRY | SUPERVISOR'S COMMENTS ON THIS AREA OF MINISTRY |
|---|--|
| <hr/> <hr/> <hr/> <hr/> <hr/>               | <hr/> <hr/> <hr/> <hr/> <hr/>                  |

B. How would you describe your level of psychological and spiritual maturity?

| STUDENT'S COMMENTS ON THIS AREA OF MINISTRY. | SUPERVISOR'S COMMENTS ON THIS AREA OF MINISTRY. |
|--|---|
| <hr/> <hr/> <hr/> <hr/> <hr/>                | <hr/> <hr/> <hr/> <hr/> <hr/>                   |

C. Please assess your leadership style by circling the words below that best describe you.

- |             |                |              |                   |
|-------------|----------------|--------------|-------------------|
| Thoughtful  | directing      | reserved     | adapting          |
| Modest      | quick to act   | economically | flexible          |
| Trusting    | self-confident | practical    | socially skillful |
| Cooperative | seeks change   | factual      | tactful           |
| Idealistic  | persuasive     | tenacious    | enthusiastic      |
| Helpful     | forceful       | steadfast    | dealing           |
| Receptive   | competitive    | thorough     | inspiring         |
| Responsive  | risking        | methodical   | animated          |
| Loyal       | persistent     | detailed     | negotiating       |
| Urgent      | analytical     | fun          | appropriate       |

**D. How do you evaluate your call to the ministry?**



| STUDENT'S COMMENTS ON THIS AREA OF MINISTRY | SUPERVISOR'S COMMENTS ON THIS AREA OF MINISTRY |
|---|--|
| _____                                       | _____  |
| _____                                       | _____  |
| _____                                       | _____  |
| _____                                       | _____  |

**E. Please summarize what you perceive to be your greatest strengths for ministry?**

| STUDENT'S COMMENTS ON THIS AREA OF MINISTRY. | SUPERVISOR'S COMMENTS ON THIS AREA OF MINISTRY. |
|--|---|
| _____  | _____   |
| _____  | _____   |
| _____  | _____   |
| _____  | _____   |

**F. Please identify and comment on any area in which you need further growth. What new insights, knowledge, or skills do you need to develop before ordination or graduation from college.**

| STUDENT'S COMMENTS ON THIS AREA OF MINISTRY. | SUPERVISOR'S COMMENTS ON THIS AREA OF MINISTRY. |
|--|---|
| _____  | _____   |
| _____  | _____   |
| _____  | _____   |
| _____  | _____   |

We have discussed this evaluation and will submit it to the Dean of Field Education.

**SIGNATURES:**

**INTERN:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Send a copy of this form, along with the Post-Student Internship Assessment and Assessment of Supervisor to: P.O. Box 517, Carrboro, North Carolina 27510**

## Personal Recommendation Form



### Instructions

**To the Applicant:** The reference for should be completed by a person other than a family member or relative and mailed directly by him/her to Arize Institute of the Five-Fold Ministry and Bible College.

**To the Personal Reference:** The applicant named below is applying for admission to Arize Institute of the Five-Fold Ministry and Bible College. Serious consideration will be given to your comments; therefore we ask you to complete this form thoughtfully and prayerfully. This reference will be kept private and confidential. Thank you for your assistance.

Name of Applicant: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ What Capacity? \_\_\_\_\_

How well do you know him/her?  Very close; personal relationship  Fairly well  
 Casually  By name/slightly

To your knowledge, has the applicant made a personal commitment to Jesus Christ?  Yes  No

To what extent is the applicant engaged in the activities of a church? (Check one)

- Enthusiastic – deeply involved.  Corporately usually willing to help.  
 Seldom participates, although attends regularly.  
 Attends irregularly; shows little interest.

In what form of Christian service has the applicant participated regularly? \_\_\_\_\_

What is the applicant's specific strong points Weak points? Include special abilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To your knowledge, has the applicant ever been accused of and or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? No \_\_\_ Yes \_\_\_ Please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How do you rate the applicant in the following areas?

| Areas  | Excellent | Average | Poor |
|--|-----------|---------|------|
| Reliability:<br>dependability,<br>responsibility.    |           |         |      |
| Maturity   |           |         |      |
| Emotional stability                                  |           |         |      |
| Motivation   |           |         |      |
| Oral expression                                      |           |         |      |
| Interpersonal<br>relations – rapport,<br>cooperation |           |         |      |
| Personal appearance                                  |           |         |      |
| Empathy  |           |         |      |
| Leadership   |           |         |      |
| Integrity  |           |         |      |
| Work Habits  |           |         |      |



Please describe home factors which might affect the applicant's success at Arize Institute of the Five-Fold Ministry and Bible College.

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To your knowledge, is the applicant recently responsible in paying his/her bills. \_\_\_\_\_

Further comments you have regarding the applicant that would help in our evaluation? \_\_\_\_\_

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**Please sign the information requested below:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Name of Church \_\_\_\_\_

Name of your Pastor \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**(Page 2 of 2 – Personal Recommendation Form)**

## Pastor Recommendation Form



Instructions:

To the Applicant: This reference form should be completed by your Pastor and mailed directly by the Pastor to the Dean of Field Education.

To the Pastor The applicant named below is applying for Field Education at Arize Institute of the Five-Fold Ministry and Bible College. Serious consideration will be given after your comments. Therefore, we ask you to complete this form thoughtfully and prayerfully. This reference will be kept private and confidential. Thank you for your assistance.

Name of Applicant: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ What Capacity? \_\_\_\_\_

How well do you know him/her?  Very close; personal relationship  Fairly well  
 Casually  By name/slightly

To your knowledge, has the applicant made a personal commitment to Jesus Christ?  Yes  No

To what extent is the applicant engaged in the activities of a church? (Check one)

- Enthusiastic – deeply involved.  Corporately usually willing to help.  
 Seldom participates, although attends regularly.  
 Attends irregularly; shows little interest.

In what form of Christian service has the applicant participated regularly? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the applicant's specific strong points Weak points? Include special abilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To your knowledge**, has the applicant ever been accused of and or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? No\_\_\_ Yes\_\_\_ Please explain:\_\_\_\_\_



**How do you rate the applicant in the following areas?**

| Areas   | Excellent | Average | Poor |
|---|-----------|---------|------|
| Reliability:<br>dependability,<br>responsibility. |           |         |      |
| Maturity  |           |         |      |
| Emotional stability                               |           |         |      |
| Motivation  |           |         |      |
| Oral expression                                   |           |         |      |
| Interpersonal relations<br>– rapport, cooperation |           |         |      |
| Personal appearance                               |           |         |      |
| Empathy   |           |         |      |
| Leadership  |           |         |      |
| Integrity   |           |         |      |
| Work Habits                                       |           |         |      |

**Please describe home factors which might affect the applicant’s success at Arize Institute of the Five-Fold Ministry and Bible College.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**To your knowledge**, is the applicant recently responsible in paying his/her bills. \_\_\_\_\_

**Further comments** you have regarding the applicant that would help in our evaluation? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

To your knowledge does the applicant, smoke, drink alcohol, or do illegal drugs? Yes\_\_\_ No \_\_\_

Please sign the information requested below:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Name of Church \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_