



Intern Playbook

Mark II

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01 Overview

This program offers potential leaders a supervised, practical experience in church-based ministry. Candidates will serve as interns in a local church, engaging in hands-on ministry while being mentored by pastoral staff and reflecting theologically on their experiences. The goal is to integrate classroom learning with real-world application, fostering spiritual formation, vocational clarity, and ministry competence.



LEARN

Every leader begins as a learner. Interns will study key spiritual and leadership concepts.



GROW

Learning becomes transformational when it takes root. Interns grow in competency.



APPLY

True learning is proven action. Interns will step into real ministry environments and apply what they've learned

02 Objectives

- Demonstrate growth in ministry competencies through hands-on experience.
- Reflect theologically on the nature and practice of your assigned local church ministry.
- Develop and demonstrate leadership skills learned through guided mentorship.
- Articulate a clearer sense of calling and vocational direction.
- Integrate spiritual formation with local and global ministry practices.

Implementation

01

Confirm Your Church's Readiness

- Has a clearly defined mission, vision, values, and strategy
- Willing to financially invest \$1250 per intern per semester
- Gives generously to CP/GOTM/TBC Only CP
- Can provide meaningful experiences, not just admin work
- Will introduce interns to church-wide ministry and denominational distinctives (BF&M, CP, Baptist Polity)

02

Recruit Mentors

Define who will serve intern mentors. This can be the senior pastor or staff members. Mentor Responsibilities:

- Hold weekly 45–60 min coaching meetings
- Provide spiritual care, leadership coaching, and theological reflection.
- Complete the Mentor Evaluation Form at the end of the term.

03

Apply for the TBMB grant

To support the development of future ministry leaders, the Tennessee Baptist Mission Board (TBMB) offers a \$1,250 grant per semester to churches that host a qualified ministry intern through the TBMB Internship Program.

- Apply online at **Nine31.org**
- Await confirmation. A TBMB team will review your application.

04

Onboard the Intern

Once the intern is selected and the application is approved, set your semester start dates and provide a week 1 orientation that explains:

- Church mission/vision
- Ministry schedule and expectations
- Mentoring process
- Campus walkthrough
- Time commitment (Min 120 hours = 10 hours/week for 15 weeks)

Implementation

05

Supervise Weekly Ministry Experience

Interns must complete at least 120 hours of supervised ministry. Examples:

- Teaching or assisting in youth, children, worship, or discipleship ministries; Pastoral care visits; Event planning or outreach efforts
- *Avoid assigning only clerical or behind-the-scenes roles. Give ministry experience that stretches and grows the intern.*

06

Mentor Weekly Using the Provided Framework

Each week, follow this 6-part mentoring structure (45–60 min):

- Ministry Reflection – What's working and what's hard?
- Spiritual Check-In – How's your walk with Jesus?
- Leadership Conversation – What are you learning about leading?
- Feedback & Coaching – Encourage and challenge.
- Looking Ahead – Prepare for next week's ministry.
- Prayer – Always close in prayer.

07

Monitor Support Assignments

Interns will be responsible for several key assignments. As a mentor, your role is to support (not complete) them:

- 12 Weekly Reflections
- Book Review
- Integrated Learning Project
- Final Ministry Portfolio
- *Use mentor meetings to ask questions and spark reflection on these topics.*

08

Complete Final Mentor Evaluation

Before the Internship Ends:

- Fill out the provided Mentor Evaluation Form
- Give honest, grace-filled feedback on:
 - Ministry Involvement
 - Spiritual Maturity
 - Leadership Development
- Answer: Is this person well-suited for future ministry?

Intern Requirements

- **Field Hours:** 120 hours minimum (approx. 10-15 hours/week over 15 weeks) of supervised ministry work at a partnering local church.
- **Salary:** \$2500 (50% provided by a TBMB grant; 50% provided by the local church)
- **Mentor Meetings:** Weekly 1-on-1 meetings with an assigned church mentor.
- **Mentor Evaluation Form:** The intern's mentor submits an evaluation of the intern's conduct and growth over the term
- **Portfolio:** A final ministry portfolio including:
 - Journal Reflections
 - Integrated Learning Project Report
 - Book Review (5–7 pages)



Suggested Schedule

1st Semester



Week	Topic/Focus	Core Question/Topic	Reflection Scripture	Assignment Due
1	Orientation/Expectations	This is an onboarding week. In addition to covering expectations, answer the question, "What am I committing to and why does it matter?"	None	None
2	Calling	What is a ministry "calling?"	Isaiah 6:1-8 – "Here am I. Send me."	Reflection 1
3	Identity in Christ	Who am I in Christ as a leader?	2 Corinthians 5:17-20 – Ambassadors for Christ	Reflection 2
4	Spiritual Gifts	What has God uniquely wired me to do?	1 Corinthians 12:4-7 – Variety of gifts, same Spirit	Reflection 3
5	Personality Profiles	How does my personality shape my leadership?	Psalms 139:13-16 – Fearfully and wonderfully made	Reflection 4
6	Baptist Polity Emphasis	Lunch and meeting with denominational leaders to help students better understand Baptist life. Schedule this through the TBMB Leader Multiplication Office.	None	None

Suggested Schedule

1st Semester



7	Character Formation	Why does character matter more than charisma?	1 Timothy 3:1-7 – Qualifications for overseers	Reflection 6
8	What is leadership?	How do we define leadership biblically?	Mark 10:42-45 – Servant leadership	Reflection 7
9	Servant Leadership	What does Jesus say about leading?	John 13:12-17 – Jesus washes the disciples' feet	Reflection 8
10	Vision & Direction	How do leaders help others see what could be?	Nehemiah 2:11-18 – Casting vision for rebuilding	Reflection 10
11	Decision-Making	How do leaders make wise decisions?	Proverbs 3:5-6 – Trust in the Lord with all your heart	Reflection 11
12	Integrated Learning Project Due	Evangelistic Encounter	None	ILP Report

Suggested Schedule

1st Semester



13	Authority & Humility	What is godly authority?	Philippians 2:5-11 – Christ's example of humility	Reflection 12
14	Book Review Due	<i>Lead Like Jesus Revisited</i>	None	Book Review
15	Mentor Evaluation	Where can I grow?	None	Ministry portfolio must be submitted by the final day of the term

Suggested Schedule

2nd Semester

Week	Topic/Focus	Core Question/Topic	Reflection Scripture	Assignment Due
1	Re-Orientation & Goal-Setting	How have I grown, and what do I hope to accomplish this semester?	Philippians 3:12-14 – Pressing on toward the goal	Reflection 1
2	Spiritual Leadership	What does it mean to lead from the overflow of my walk with God?	John 15:1-8 – Abide in Me and bear fruit	Reflection 2
3	Team Dynamics	How do healthy teams work together in ministry?	Ecclesiastes 4:9-12 – Two are better than one	Reflection 3
4	Communication & Influence	How do leaders communicate vision with clarity and conviction?	Proverbs 25:11 – A word fitly spoken	Reflection 4
5	Conflict & Peacemaking	How should leaders handle disagreement biblically?	Matthew 18:15-20 – Go and be reconciled	Reflection 5
6	Event or Project Planning	What does excellence look like in planning and execution?	Colossians 3:17 – Do everything in the name of the Lord	Reflection 6

Suggested Schedule

2nd Semester

7	Evangelism & Mission	How do I lead others to share the gospel?	Matthew 28:18-20 – Go and make disciples	Reflection 7
8	Discipleship & Mentoring	What does it mean to reproduce yourself in others?	2 Timothy 2:2 – Entrust to faithful people	Reflection 8
9	Stewardship & Integrity	How do leaders steward resources and trust?	Luke 16:10-13 – Faithful with little, faithful with much	Reflection 9
10	Leading Change	How do I guide others through transition?	Joshua 1:1-9 – Be strong and courageous	Reflection 10
11	Preaching/Teaching Lab	How do I communicate God's Word faithfully and effectively?	2 Timothy 4:1-5 – Preach the word	Teaching Outline or Lesson
12	Integrated Learning Project Due	Evangelistic Encounter	None	ILP Report

Suggested Schedule

2nd Semester



13	Legacy & Multiplication	What does it look like to pass leadership on to others?	1 Thessalonians 1:6-8 – You became examples to all believers	Reflection 11
14	Book Review	<i>Spiritual Leadership</i> – Oswald Sanders	None	Book Review
15	Final Evaluation & Celebration	How has God shaped me, and where is He calling me next?	None	Ministry portfolio must be submitted by the final day of the term

Assignment Instructions



Ministry Portfolio

The Ministry Portfolio serves as the capstone assignment for the internship experience. It is designed to help the intern process, evaluate, and reflect on their ministry development throughout the semester. This portfolio will capture their personal growth, leadership insights, theological reflections, and overall ministry experience. The portfolio should reflect thoughtful engagement, honest self-assessment, and intentional application of both course content and real-world ministry exposure.

The Ministry Portfolio will be submitted as a single Word document with the following 3 sections:

- **Journal Reflections:** The purpose of the journal reflections is to foster weekly reflection on key aspects of ministry leadership and spiritual formation.
 - Instructions:
 - Submit 12 journal entries, each addressing an assigned topic provided throughout the semester.
 - Each journal entry should be 300-500 words.
 - Each reflection should include: A brief summary of your ministry experience related to the topic, a personal reflection on what you are learning, a theological insight or Scripture that informs your understanding, and any questions or challenges you are wrestling with.
 - Journal topics are provided in the course schedule above. These journal entries are not simply activity reports. They are spiritual and leadership reflections designed to help you connect ministry practice with biblical principles.

Assignment Instructions

- **Book Review:** The purpose of the book review is to critically engage with one of the primary texts on servant leadership.
 - Instructions:
 - Write a 5–7 page book review (double-spaced, Times New Roman, 12pt font).
 - Your review should include a concise summary of the book's major themes, your personal insights on how the book applies to your internship experience, a critical evaluation of the book's strengths, weaknesses, and biblical alignment, and specific application points for your future ministry leadership.
 - This assignment will help you integrate theory and practice as you reflect on the type of leader God is forming you to become.
 - Required Texts:
 - 1st Semester: Blanchard, Ken, Phil Hodges, and Phyllis Hendry. *Lead Like Jesus Revisited: Lessons from the Greatest Leadership Role Model of All Time*. Nashville, TN: W Publishing Group, 2016.
 - 2nd Semester: Sanders, J. Oswald. *Spiritual Leadership: Principles of Excellence for Every Believer*. Chicago: Moody Publishers, 2007.

Assignment Instructions



- **Integrated Learning Report:** The purpose of the ILP is to apply what the intern has learned during the term through a gospel-centered conversation with another individual.
 - Instructions:
 - You will have an in-person gospel conversation with someone. This conversation can be with a neighbor, co-worker, family member, or someone else who is not enrolled in this class. Ideally, it will be an individual who, to your knowledge, has not yet confessed Jesus Christ as Lord and Savior and expressed that faith through the waters of baptism.
 - The integrated learning report should contain the first name of the person you engaged, the setting and date of the conversation, how you entered into the conversation with the individual, and the response of the person with whom you spoke, both emotionally (how they responded to you) and intellectually (where they are in terms of their belief). The goal in a biblical conversation is always to leave the door open for further conversation (see 1 Peter 3:15–16 — “do this with gentleness and respect”), and to leave the results to God.
 - The report should be 2-3 pages, typed and double-spaced using Times New Roman, 12-point font.

Mentor Evaluation Form

At the conclusion of the internship, each intern’s ministry performance will be assessed by their assigned church mentor. This evaluation provides feedback on ministry involvement, spiritual maturity, leadership development, and overall conduct during the internship. The mentor evaluation serves as a key component of the internship and contributes significantly to the intern’s overall course grade. The purpose of this evaluation is to affirm strengths, identify areas for continued growth, and provide meaningful feedback for the intern’s ongoing leadership development.

Mentor Evaluation Form



Intern Name: _____

Mentor Name: _____

Church Name: _____

Date of Evaluation: _____

Instructions for Mentors

Please complete this evaluation based on your observations of the intern's ministry service, leadership development, spiritual growth, and character throughout the internship. Be honest and specific in your feedback to help the intern and faculty supervisor assess progress and areas for continued development.

Ministry Involvement Area

Area	Excellent	Good	Satisfactory	Needs Improvement	Not Observed
Demonstrated responsibility & reliability	☐	☐	☐	☐	☐
Prepared adequately for assigned ministry tasks	☐	☐	☐	☐	☐
Demonstrated teachability and humility	☐	☐	☐	☐	☐
Showed initiative and eagerness to serve	☐	☐	☐	☐	☐
Managed time well and honored commitments	☐	☐	☐	☐	☐

Mentor Evaluation Form



Spiritual Maturity Area

Area	Excellent	Good	Satisfactory	Needs Improvement	Not Observed
Consistent personal spiritual disciplines	☐	☐	☐	☐	☐
Displayed evidence of ongoing spiritual growth	☐	☐	☐	☐	☐
Exhibited Christlike character and integrity	☐	☐	☐	☐	☐
Demonstrated emotional and relational maturity	☐	☐	☐	☐	☐
Handled feedback and correction with grace	☐	☐	☐	☐	☐

Mentor Evaluation Form



Leadership Development Area

Area	Excellent	Good	Satisfactory	Needs Improvement	Not Observed
Demonstrated ability to lead others	☐	☐	☐	☐	☐
Communicated clearly and effectively	☐	☐	☐	☐	☐
Worked well with church staff and volunteers	☐	☐	☐	☐	☐
Exercised discernment in ministry situations	☐	☐	☐	☐	☐
Showed growing confidence in ministry leadership	☐	☐	☐	☐	☐

Mentor Evaluation Form



Overall Evaluation

What are this intern's primary strengths?

What are key areas for continued growth?

Do you believe this intern is well-suited for future ministry leadership?

Additional Comments or Recommendations

Mentor Signature: _____

Date: _____

Weekly Mentor Meeting Guide



Weekly mentor meetings are the heart of the internship experience. These conversations are designed to help the intern process real ministry experiences, receive personal guidance, grow in leadership capacity, and cultivate spiritual maturity. The mentor's role is not to simply supervise tasks but to shepherd the intern's heart, mind, and hands for future ministry.

Structure (45-60 Minutes)

Ministry Reflection (15 minutes)

Help the intern process what they're experiencing.

- What did you do in ministry this week?
- What went well? Where did you feel most effective?
- What was challenging, uncomfortable, or unclear?
- What surprised you? What did you learn that you didn't expect?

Mentor Tip: Draw out lessons from both success and struggle. Help the intern see how God is shaping them through experience.

Spiritual Check-In (10 minutes)

Attend to the intern's soul, not just their performance.

- How is your walk with Christ this week?
- Are you staying consistent in prayer, Scripture, and Sabbath?
- Is there anything you're struggling with personally or spiritually?
- Where are you seeing God's grace at work in your life?

Mentor Tip: This is not a performance review. It's an opportunity for spiritual care and encouragement. Be a safe, grace-filled voice.

Leadership Conversation (15 minutes)

Connect ministry practice to leadership development.

- What leadership situations did you observe this week?
- How did leaders handle decisions, conflict, or change?
- What leadership lessons are you learning from your reading?
- How would you handle a similar situation?
- How do biblical principles apply to leadership challenges you're seeing?

Mentor Tip: Use real church examples to discuss leadership principles in action. Encourage the intern to connect class readings to what they are seeing.

Weekly Mentor Meeting Guide



Feedback & Coaching (5-10 minutes)

Offer clear affirmation and specific coaching.

- Here's one thing you did well this week.
- Here's one area you can focus on improving.
- Here's one leadership trait I see God developing in you.

Mentor Tip: Keep feedback clear, kind, and actionable. Encourage a growth mindset.

Looking Ahead (5 minutes)

- Prepare the intern for the coming week.
- What ministry assignments do you have next week?
- What's one thing you want to focus on or improve?
- Are there any situations coming that we should pray over?

Prayer (Always close in prayer)

- Pray for the intern's personal growth, ministry assignments, and ongoing calling.
- Invite the intern to pray as well.

Mentor Reminders:

- Consistency matters. Regular meetings build trust.
- Be a coach, not just a supervisor. Focus on development, not just task review.
- Create safety. Allow honesty without fear of judgment.
- Connect practice with calling. Help the intern see how ministry experiences shape their sense of vocational calling.