

INTERNSHIP AGREEMENT

Prepared for Prospective Internship Leaders

1. Purpose of Agreement.

This agreement serves to articulate the terms of an Internship program between SUM Bible College and Theological Seminary, and In order to provide guidelines to the Internship Leader and student.

2. Parties.

The parties to this agreement are as follows: SUM Bible College and Theological Seminary (“SUM”), Internship student enrolled at SUM Bible College and Theological Seminary, (“Intern”), Dean of Student Ministry or Cohort Advisor, and (“Internship Leader/Mentor”),

3. SUM agrees to:

1. Provide Internship Leader/Mentor with prospective Interns within 21 days after the start of the fall trimester.
2. Supply Internship Leader/Mentor with the Internship guidelines and syllabus per trimester so that they are integrated into the Internship experience of the student

4. The Internship Leader/Mentor agrees to:

1. Provide mentoring to the Internship student at a minimum of one hour per week following the signing of the contract. Mentoring includes (1) spiritual/pastoral support, (b) inclusion into meetings and activities, (3) networking with other members of the ministry/church community, (4) role modeling, and (5) leadership development. The Internship Leader/Mentor will meet with the Dean of Student Ministry or Cohort Advisor of SUM to coordinate the Internship assignments.
2. Offer the Internship student a scope of ministry opportunities that will (1) introduce the Internship student to various aspects of church/ministry life, (2) allow the Internship student to utilize his/her gifts, and possibly (3) assign a particular area of ministry or a specific event/ministry project to the Internship student.

5. The Internship Student agrees to:

1. Attend weekly services and mentoring sessions on a regular basis and on time. The amount of invested time must, at the minimum, meet School’s designated requirements. The Internship Student is responsible for securing his/her own transportation to and fro the Church/Ministry site.
2. Communicate relevant concerns directly with the Internship Leader/Mentor. In the event of attending or honoring a particular appointment or session, then he/she is to contact and receive confirmation from the Internship Leader/Mentor at a minimum of 48 hours prior to the scheduled meeting time.
3. Maintain a growing relationship with Jesus Christ and authentically demonstrate this through character, conduct, and conversation (attitude, words, and behavior while engaged in the Internship program at a ministry site and the School respectively.
4. Fulfill ministry tasks in a manner worthy of his/her calling and to keep Internship Leader informed of ministry and academic progress.
5. Abide by all the rules and policies of both the Church/Ministry and SUM.

6. Problem Resolution:

If either the Internship student and/or Internship Leader encounter any difficulty with the fulfillment of the terms of this agreement, then the Internship student and/or Internship Leader must contact the Dean of Student Ministry or Cohort Advisor for administrative intervention and support.

7. Termination of Agreement:

This agreement may be terminated with the mutual consent of both parties that have signed hereafter. Any consent must be conveyed in writing to the Internship Leader and Dean of Student Ministry or Cohort Advisor.

This agreement, as of _____ (MMDDYY), has been entered into by and among:

Internship Student

Internship Leader

Dean of Student Ministry or
Cohort Advisor