

Internships as Real Ministry Experience

Internships at Wilmore United Methodist Church are high expectation ministry commitments that give interns an opportunity to immerse themselves in the local church. We want you to engage your head and heart with your hands for God’s Kingdom by giving you real ministry experience and training. These internships are unpaid part-time staff positions at Wilmore United Methodist Church, typically requiring around 20 hours a week, and may be used to fulfill educational requirements.

Our Team

Supervisors

Klay Harrison, *Executive Pastor*

kharrison@wilmoreumc.com

Faron Owen, *Senior Pastor*

faronowen@wilmoreumc.com

Team Leaders

Chris Childs, *Youth Leader*

cchilds@wilmoreumc.com

Asa Harrison, *Bridge (Young Adult) Leader*

aharrison@wilmoreumc.com

Sarah Thompson, *Children’s Leader*

sthompson@wilmoreumc.com

Wayne Vaughan, *Pastor of Homebound Visitation*

vaughanwc@aol.com

Kristina White, *Missional Discipleship Pastor*

kwhite@wilmoreumc.com

Roles Defined

Supervisor—Klay Harrison is the main mentor for Wilmore UMC. He will over see your internship experience, meet with you weekly throughout the semester, and make sure you are fulfilling the internship requirements. Faron Owen may serve as the mentor for preaching interns.

Team Leader—the “hands-on” person who will give you oversight and weekly consultations regarding your ministry area.

Application Process

1. All persons involved in Wilmore United Methodist Church ministries and worship for at least 6 months may apply for an internship, even those not enrolled in academia. Only a select number of internships are available each season.
2. Review this *Internship Manual for Wilmore United Methodist Church*.
3. Review internship job descriptions at wilmoreumc.com/internship and follow the directions for applications.
4. The Wilmore UMC pastoral staff will review all applications after the application deadline (see below).
5. Following the application review, some applicants will be scheduled for an interview process.
6. After interviews, each applicant will be contacted with an internship acceptance or rejection.

Application Deadlines

<u>SEASON</u>	<u>DEADLINE</u>	<u>ESTIMATED RESPONSE DATE</u>
Winter	October 1	October 15
Spring	October 1	October 15
Summer	March 1	March 15
Fall	March 1	March 15

Internship Explanations and Requirements

All Internships—while working an internship at Wilmore UMC, you will be considered and treated as staff. All interns will be scheduled for a minimum of 15 work hours per week and must fulfill all internship requirements. Not included in these 15 hours are mandatory weekly meetings with the supervisor, regularly scheduled team meetings, and administrative meetings, which can accumulate to around 20 hours a week. It is expected that you be on time for all commitments, follow work-place protocols, maintain veracity, come ready to work, attend all required meetings and Sunday services, and fulfill all internship requirements. You are expected to make changes to your normal schedule to accommodate and prioritize your work schedule here at Wilmore UMC, which includes any required meetings, events, and weekly work hours. In order to be fair to you, the supervisor and team leader(s) will give you advanced notice of mandatory meeting dates and times. If you must be absent, your supervisor must be contacted with advanced notice and any time missed must be made up. Please be aware that Wilmore UMC office closures may not coordinate with those of schools and/or holidays; you will still be expected to fulfill your internship commitments if our offices are not closed. Vacations must be requested two weeks prior to the internship start and approved by the supervisor. All interns are encouraged to send grant letters for personal funding.

Assistant Internship—Provides a person with experience in a local United Methodist church’s day-to-day operations and ministries, and teaches how United Methodist polity functions in the local church. Each assistant intern serves on a rotation across six ministry areas: administration, worship, children’s ministry, youth ministry, the Bridge (young adult) ministry, and connections and care ministry.

Ministry Internship—Provides a person with experience in a focused ministry area of a local United Methodist church. Each ministry intern will serve in one area of ministry as a fully functioning team member under the leadership of that ministry’s supervisor. The six ministry areas we offer are administration, worship, children’s ministry, youth ministry, the Bridge (young adult) ministry, and connections and care ministry. Each ministry area also serves in local missions through our partnerships with the Wilmore-High Bridge Community Service Center, Jessamine Village, Wesley Village, Nathaniel Mission, and others. Each intern will work closely within a select ministry area with one of our local partnerships.

Preaching Internship—A unique opportunity that accepts up to 4 interns a semester and prepares each intern for weekly sermon preparation and preaching. Only persons seeking ordination as a UM Elder may apply. Each intern will meet for a 1 hour weekly meeting, a 30 minutes weekly follow-up meeting, read all assigned books, and prepare and preach at least one sermon a week (approximately 10 minutes) in addition to a Wedding and Funeral. All interns will preach at least one Sunday’s 8:45am service at Wilmore United Methodist Church, which may be recorded and used for ordination purposes.

Special note for Asbury Theological Seminary Students

Mentored Ministry—Wilmore UMC internships may be used to fulfill Mentored Ministry requirements. It is expected that Mentored Ministry students will do at minimum two semesters of internships, with a third semester if the student is not enrolling in Clinical Pastoral Education (CPE). The following internships fulfill Mentored Ministry commitments:

- Assistant Internship—MM 514, 520
- Ministry Internship—MM 614, 620, 701, 714, 720
- Preaching Internship—MM 514, 520, 614, 620

A Wilmore UMC Supervisor will serve as your mentor. All paperwork must be prepared for the mentor at least one week prior to any due dates. Day-of-requests for paperwork are not accepted!

MAG (Ministry Advisory Group)—Interns will not need to put together a MAG. The pastoral staff will serve as your MAG and fulfill such responsibilities. Every intern will have required scheduled time with the MAG. Advanced notice of MAG meetings will be given to every intern.

Special note for Asbury University Students

Lower-division Majors—Wilmore UMC internships are a great opportunity to get hands-on ministry experience and build on your training as a future Church leader. The following internships are suggested at this level:

- Assistant Internship

Upper-division Majors—Wilmore UMC internships are a great opportunity to apply your academic studies, get hands-on ministry experience, and build on your training as a future Church leader. The following internships are suggested at this level:

- Ministry Internship
- Preaching Internship