

# UCF-MIT Manual

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# Contents

## Purpose of internship

An internship at University Christian Fellowship of Syracuse is a 9 month program designed to train individuals in every area of full time Christian ministry that this time will allow. It is much like an apprenticeship in which ministry skills are learned under the supervision of an experienced ministry staff person. Our internship is seen as a bridge between college education or a secular career and possible future vocational ministry. It is a time when a person can test his or her call into full time ministry as well as render service to the work of the Lord for a few months. However, it is primarily designed to train people who feel God calling them into full time ministry, in particular.

## Internship requirements

To be accepted into the internship program an *Application for Internship* must first be completed and submitted by August . Then the interview and approval process by the ministry staff will begin.

- An intern must attend all UCF training opportunities.
- An intern must attend any scheduled retreats.
- An intern must be willing to make a 9 month commitment usually beginning around August 20 and ending about May 20.
- An intern must raise his or her own financial support. Working while on the internship places added burden on the participant.

## The relationship between UCF-MIT and University Christian Fellowship

University Christian Fellowship is the official name of an inter-denominational church that provides ministry to the Westcott and University neighborhoods of the greater Syracuse area. UCF is recognized as an IRS 501(c)3 tax exempt organization, as well

as a New York State tax exempt religious corporation. UCF receives funding from its members, presently active students, UCF alumni, and private donors. This support goes to pay for the work of the ministry, and the support of the staff. UCF-MIT is primarily responsive to the Elders of University Christian Fellowship of Syracuse.

## **The relationship between staff and interns**

Ministry is essentially relationships. Leadership is primarily focused upon the development of healthy relationships, both horizontal (people-people) and vertical (people-God). Thus, leadership is strongly rooted in a sharing and discipling role. Jesus' model of life involved sending no one into ministry without first having the opportunity of walking close to one serving God effectively. The most important gift that can be given to an intern is our lives. As you watch our personal transparency, we will be sharing with you as staff the real nature of our walk with Jesus and service to Him. We will be inviting you to know us and to grow with us in like manner.

We ask this of you. We ask that you be as open with us as possible, and that we share not just information together but actual life. It is important for us to know your reactions to what we are asking you do in the internship program. Your assessment is essential. We ask too, that you be faithful, prompt, and thorough in your completion of tasks assigned. We ask much of your time and effort. We expect more of you than the bare minimum to complete the course. You may find you receive from the experience in proportion to what you put in. Please do not try to take advantage of us. As relationships grow, we will hold you increasingly more accountable. One area that deserves mention is that of confidences and loyalty. In a great way you will be the reverse of everyone else in the Fellowship. You will know more than anyone else about how everything is functioning, but know everyone less. In this we ask that you be a person of great loyalty and one who keeps confidences.

## **Finances**

We as a ministry shall give much to you...our time, honesty, oversight, ministry opportunities, encouragement, training, counseling, teaching, spiritual ministry, etc. Regretfully, we will be able to assist you financially in a very limited manner. We desire you to be able to live simply for the 9 months you are here through provisions from private donors and personal savings. Since the internship will probably demand about 40 hours per week, working will be very difficult.

How and when do you raise financial support? Your first need is to develop a list of possible supporters (i.e., family, friends, home church, other churches with whom you have relationship, individuals within those churches, etc.). Then send personal letters to everyone on the master list. Do not ask for support in your letter, but simply explain the directional change in your life. Then state that you will contact them within 7-10 days to set up an appointment to talk to them about potentially supporting you in your internship (be sure to follow through with your stated intentions). In these face to face encounters state clearly the purpose of the internship as you understand it, and

the reason you feel it is necessary for you to participate in it. Then ask them if they could assist you financially. Pledge to them your willingness to answer questions they may have concerning the internship and your commitment to stay in touch with them monthly concerning your progress in the program.

We will attempt to assist you in finding a living situation that will keep living expenses at a minimum. You should plan on spending between \$700-800 per month to barely manage in Syracuse. Please do not bring debt with you to the program if possible.

## **Syracuse, New York**

Syracuse is located in the center of New York State and is home to Syracuse University, The New York State Fair, and many other interests and attractions. UCF is situated in the heart of the Westcott neighborhood of Syracuse and directly adjacent to the University. The area surrounding the church is distinctly inner-city in feel and is a diverse mix of people and ideas. Young people are attracted to the area because of strong art and music influences, as well as a very open culture. Tolerance is expected and practiced with enthusiasm. University Christian Fellowship is a postmodern expression of faith in Christ to a lost generation, and is comprised of mainly 20 somethings and singles. UCF provides an art gallery in the front of the church, as well as an open mic experience for those interested. The church is also open for public use as requested.

## **Ministry staff**

Andy & June Mitchell - Andy has been involved in ministry since October of 1983 when he assumed responsibility as a student leader of a Christian organization at Fredonia State. In the Spring of 1984, he along with 2 others pioneered a campus ministry and began to hold meetings. In 1985, Andy was credentialed with the Assemblies of God and appointed Campus Pastor of the Fredonia group. He served as the New York District Campus Ministries Director and an appointed home missionary working as a chaplain at Syracuse University and Cornell University. He served on staff at Fredonia Assembly of God as an Assistant Pastor, and Youth Pastor. Currently, Andy is pastor of University Christian Fellowship of Syracuse. He received his education at Niagara University, University of Buffalo, Berean College of the Assemblies of God, and Fredonia State College where he graduated cum laude with a Bachelor of Science degree in Human Communication. June serves as the UCFkids Director for the church. She graduated from Fredonia State College with a Bachelor of Science in Education degree in Elementary Education. Andy and June were married February 14, 1987. Their son's name is Garrett, and their daughter's name is Morgan.

Mary Perun - Mary has been involved in Gospel ministry most of her life. The daughter of an Assemblies of God minister, she grew up working for God through the various ministries of her dad's church. Mary has had experience working in several ministry philosophies, along with several positions in the local church. She has served as a Music Director, Choir Director, Worship Leader, Soloist, Musician, Sunday School

Teacher, and Church Board Member at Fredonia Assembly of God. She also had a traveling ministry of Worship Seminars and special services to the local church. Mary received her education at Fredonia State College, graduating with a Master of Music degree with honors. She also attended Berean College of the Assemblies of God, and serves University Christian Fellowship as the Music Director and Chief Financial Officer.

Tricia Wood - Tricia serves as the UCF Kinship Coordinator and Director of International Student Ministries. She also attended Berean College of the Assemblies of God, and is a graduate of the UCF-MIT Internship. Tricia holds an engineering degree from the University of Buffalo and worked in a lab for several years before joining the ministry team at UCF. She has served the local church in administration and teaching, bringing much practical and life experience to her position with UCF-MIT.

Matt Manuel - Matt serves UCF as an Assistant Pastor and Kinship Leader. He came to know Christ at Syracuse University as a student, and successfully completed the Internship after graduation. Matt attended Berean College of the Assemblies of God, and brings much experience in discipleship and counseling. He has served the local church in many roles, and currently works as an architect in the city of Syracuse.

## **Internship involvement**

To become an effective minister, you must learn how to wear a variety of different hats. You will need to grow in becoming a missionary, pastor, evangelist, teacher, counselor, public relations specialist, administrator, fund raiser, and a friend to all. Your required involvement is intended to move you in the direction of wearing these hats with some degree of confidence.

1. You will meet weekly with the Internship Director (ID).
2. You will attend a regular Board of Directors meeting of University Christian Fellowship of Syracuse to report on your internship to the leadership of the church.
3. You will lead or assist a Discipleship Group at the discretion of the ID. These people will be your primary contacts and you should attempt to develop as close a relationship with them as possible.
4. You will attend the Leadership Bible Study on a weekly basis when offered. This will be a time of reporting your assessments, your personal growth, your study progress, and your personal well being.
5. You will attend all church services and meetings. To miss would require special permission from the ID.
6. You will assume an administrative task as determined together with the ID.
7. You will remain current with the Study Program (as outlined elsewhere in this manual).
8. You will accompany the Staff when they do presentations.

9. You are required to develop the basic organization for a filing system. It should reflect the philosophy of ministry, Leadership, Fund raising, etc. This will serve as a filing system to place handouts, articles, book quotations, and teaching notes you receive during the year.
10. You will keep a journal. You should find time daily to reflect on and write down your feelings and impressions from the various facets of your experience. It would be appropriate for you to bring the journal with you to the weekly meeting with the ID, and share what is happening inside you. It will always be a private matter.
11. You will keep a weekly calendar.
12. You will attend all fellowship events.
13. You will prepare and share a five minute teaching at a kinship or church.
14. You will prepare a monthly newsletter and send it to friends, supporters, and your home church.
15. You will attend all retreats and outreaches.
16. You may be invited to participate in a mission experience with our UCF church in Ghana, West Africa. This month long assignment is designed to assist those exploring a call into full time missions, and will only be offered to interns who are current with all aspects of the program.
17. You may have an opportunity to join in a short-term mission experience during the internship. All interns are expected to participate.

## Identifications

**UCF-MIT** University Christian Fellowship Minister In Training. An internship program designed to train adults for full time ministry.

**University Christian Fellowship** The name of the church providing oversight of the UCF-MIT program.

**Service** The weekly church meeting held on Sunday morning.

**Kinship** The discipleship groups that meet weekly.

**Kinship Leader** Members of UCF who have received training in discipleship and teach the Bible Studies.

**The Board of Directors** People affirmed and elected to overall leadership of UCF, serving as the main guiding force for the church.

**Evangelism** A time of sharing faith and life with others.

**Elders** A small group of people affirmed to direct visionary leadership of UCF and all auxiliary ministries of the church.

**Short-term Missions** A missions experience overseas lasting approximately two weeks.

## **The Study Program**

### **I. Personal Discipleship**

*The Cost of Discipleship* by Dietrich Bonhoeffer will be the base text used for the duration of the Internship. Each week a different chapter will be assigned. You are to read the chapter at the beginning of the week and then attempt to integrate what you have learned into your personal life. Write a one page report that interprets the chapter and applies it to your life. Share this report with the Internship Director.

### **II. Ministry Courses**

Through *Moriah School of Ministry* you will take courses that will lead you in the direction of growing in your knowledge of God and the bible. You will complete all courses assigned on the certificate level. The following is a partial list of courses; the ID will assign the actual courses after your arrival:

- The Godhead
- Worship
- Ministry Gifts
- Authority of the Bible
- Eschatology
- First Century Church
- Spiritual Warfare
- Sacraments and Typology
- Living by Faith
- Man, Sin and Salvation
- Bible Interpretation
- Early Church History

### III. Guided Reading

A leader is a reader. Following are categories of concern for the developing minister. One book should be read every three weeks with a one page report discussed at the weekly meeting with the ID.

1. Kingdom of God: *The Gospel of the Kingdom*, Ladd, George
2. Intercession: *The Three Battlegrounds*, Frangipane, Francis
3. Obedience: *Intimate Friendship with God*, Dawson, Joy
4. Missions: *The Master Plan of Evangelism*, Coleman, Robert
5. Leadership: *The Jesus Style*, Erwin, Gayle
6. Evangelism: *Evangelism by Fire*, Bonhke, Reinhardt
7. Faith: *Finding Faith*, McLaren, Brian
8. Philosophy: *The Divine Conspiracy*, Willard, Dallas
9. Fellowship: *Life Together*, Bonhoeffer, Dietrich
10. Counseling: *The Transformation of the Inner Man*, Sanford, John & Paula

**DUE DATES FOR GUIDED READING BOOKS WILL BE ASSIGNED BY THE INTERNSHIP DIRECTOR.**

### Policies

1. Interns are not additional staff. We are not inviting you into our ministry program because we need your help. You will have no authority in the ministry other than the authority to disciple members of your Bible Study, if you lead one. You will be included in many kinds of meetings, but you will not carry an official vote in decision making. You are coming here to learn and grow and you will find this to be an excellent opportunity for such to happen. We are committed to you. Please be certain you understand your position and purpose in the program. You are voluntarily entering into relationship with UCF and the ID because you are committed to learn and grow in your relationship with Christ. The ID and staff are not interested in learning from you. Expectations are high for you, your time, and your effort. There is no apology for that. Know what you are entering into before starting.
2. You will receive a mid-term evaluation and a year end evaluation of your Internship. Among many areas of evaluation (including character, vision, heart, and ministry skills) you will receive one of the following evaluations:
  - A - Full Recommendation to Ministry
  - B - Recommended with Stipulations

C - Recommended with Hesitations

D - Not Recommended to Ministry

Completing an Internship does not guarantee you moving directly into ministry. However, we will do all we can to prepare you for such a move.

3. All interns will weekly attend the Sunday worship service of University Christian Fellowship of Syracuse
4. All interns are required to own acceptable clothes for church related functions.
5. A high standard of cleanliness in living areas and personal hygiene must be maintained always. You are required to keep your room and/or apartment clean and organized at all times during the year.
6. You are required to carry your Bible to all meetings.
7. You will not discuss doctrinal differences with anyone but the ID.
8. You will clear with the ID any ministry outside the program.

## **Vacations and days off**

### **Days Off**

You are required to take one day off each week. Take time to recreate yourself in a manner that is restful for you. If there is an event that you attend on Monday, then plan to take that amount of time off during the week.

### **Vacations**

The extra days free will roughly be the same as for the Syracuse University students (a majority of the time) according to the current school calendar. If you have any questions concerning time away or free time, please ask. Please give at least two weeks notice before requesting a leave for special reasons (emergencies excluded).

### **Last day**

The last day of the internship will be May 20 (unless you go on a short term mission trip).