



MNA ShortTerm Missions

Internship Handbook For Interns and Hosts

Updated 3.22

INTRODUCTION	3
• MNA SHORTTERM	
• WHAT IS THE MNA MINISTRY RESEARCH INTERNSHIP?	
• HOW SHOULD YOU USE THIS HANDBOOK?	
GENERAL INFORMATION	4
• APPLICATION PROCESS	
• QUALIFICATIONS	
• DURATION OF INTERNSHIP	
• COMPENSATION	
• HOUSING	
• TRANSPORTATION	
• WEEKLY SCHEDULE	
• TIME OFF	
• ORIENTATION	
MINISTRY RESEARCH INTERNSHIP PROJECT	6
• PROJECT GOALS AND PRACTICAL APPLICATIONS	
• SUGGESTIONS FOR RESEARCH PROJECT	
• WEEKLY REPORTING TO MNA SHORTTERM	
• PROJECT REPORT	
• EXAMPLE OF A PROJECT GOALS AND PRACTICAL APPLICATION	
• SAMPLE PROJECT REPORTS	
• COHORT FORUM	
• DEADLINE FOR PROJECT REPORT	
GENERAL DUTIES AND RESPONSIBILITIES	8
APPENDIX	9
A. INTERNSHIP ACKNOWLEDGMENT AND AGREEMENT FORM	
B. VOLUNTEER WAIVER OF LIABILITY	
C. REPORTING GUIDELINES FOR RESEARCH PAPER	
D. GRANT ACKNOWLEDGEMENT FORM	
E. HOST ACKNOWLEDGEMENT AND AGREEMENT FORM	
F. HOST MINISTRY AND SUPERVISOR GUIDELINES	

INTRODUCTION

MNA ShortTerm

MNA ShortTerm exists to mobilize and equip churches of the Presbyterian Church of America (PCA) by communicating short-term ministry opportunities that exist within churches, mission churches, and other PCA ministries throughout the United States and Canada. MNA ShortTerm also facilitates the placement of interns within our network of churches and ministries. Of the approximate twenty five ShortTerm partners in the network, seven utilize internships. They include:

- Amazing Grace - Lethbridge, Alberta, Canada
- Hope for AC - Atlantic City, NJ
- Hope for the Inner City- Chattanooga, TN
- Restore OKC- Oklahoma City, OK
- Restore St. Louis - St. Louis, MO
- Ridge Haven- Brevard, NC
- Sacred Road - Yakima, WA
- Impact West Virginia – Fairmont, WV
- Missions Mullins- Mullins, SC (2021)
- Jordan Valley PCA, West Jordan, UT (2022)

What is the MNA Ministry Research Internship?

The Ministry Research Internship is a service learning project designed to assist MNA Ministry Partners while also facilitating the spiritual formation and vocational skill development of students and recent graduates. Through this MNA internship grant program, funding is allocated for the purpose of helping the ministry identify solutions to a specific topic of concern. For the intern, the purpose of the internship is to provide ministry experience through experiential learning under the direct supervision and support of a ministry mentor(s). Through this unique partnership, the intern will participate with a local church or ministry, learn principles of community development in a cross-cultural context, guide short-term mission teams, explore their gifts and passions, and grow in their relationship with Jesus. Each year three or four Ministry Partners are chosen to participate in the MNA Ministry Research Internship Program.

How should you use this handbook?

This handbook provides information that has been shaped with both the intern and Ministry Partner’s FAQ in mind. It is a tool to help the Ministry Partner (Host) and Ministry Research Intern understand their relationship to MNA ShortTerm and the responsibilities that come from participation in this grant program. It is also a guide to assist the intern and Ministry Partner (Host) as they prepare for and journey through the internship together-to achieve the goals as set forth in the internship agreement. This handbook will be a point of reference for the duration of your internship. However, should you consult this handbook and still need clarification on any topic, please feel free to contact your immediate supervisor or your **[MNA ShortTerm Liaison](#)**.

GENERAL INFORMATION

Application Process

MNA ShortTerm does not participate in the interview or hiring process. Applications received by MNA ShortTerm will be forwarded to each Ministry Partner (Host) for review. Application deadlines will be determined by the MNA Ministry Partner (Host). The MNA Internship application may can be found [HERE](#).

Qualifications

Qualifications for participation will be determined by each Ministry Partner (Host). Terms of participation with the MNA ShortTerm Ministry Research Internship (MRI) will be provided in the Ministry Research Internship Acknowledgment and Agreement Form (See Appendix A). Each participant is required to have health insurance and sign the Volunteer Waiver of Liability (See Appendix B).

Duration

Duration of internship will be determined by each MNA Ministry Partner (Host). Summer internships are typically 6-10 weeks but in special circumstances the internship may extend through the year.

Compensation

A stipend will be provided by the Ministry Partner (Host) for participation of the duration of the internship and for the completion and presentation of a final, written project. Funds will be distributed by the Ministry Partner (Host) at the beginning and completion of the internship. Depending upon the ministry, Interns may be able to increase their compensation by raising personal funds from family, friends, and home church members.

Housing

Housing is provided by the host partner but may vary depending upon the ministry. Most meals will be provided by the Ministry Partner (Host) but will vary based upon term of service and location. Clarification will be provided in the interview and orientation process.

Transportation

Interns are required to provide their own transportation unless otherwise stated and agreed upon by the MNA Ministry Partner (Host).

Weekly Schedule

Weekly schedule will be determined by each MNA Ministry Partner (Host). This term of service will be discussed in the interview and orientation.

Time Off

Day(s) off will be built into the weekly schedule as determined by each MNA Ministry Partner (Host). Interns are expected to fulfill the contract agreement to serve for the duration of the internship. Time away for more than day(s) off must be communicated to the MNA Ministry Partner (Host) prior to acceptance of internship. This would include planned or scheduled event(s) made prior to application and submission to the internship program. Family emergencies and health related issues are the exception. All communication of said events will be directed to the MNA Ministry Partner (Host) and internship supervisor.

Orientation

Ministry Partner (Host): Upon acceptance to the Ministry Research Internship Program, your Ministry Partner (Host) will provide basic information to establish a joyful anticipation of the internship program. Upon arrival, the Intern will receive an orientation to help them function effectively and comfortably in their new environment. A typical orientation includes but is not limited to the following; 1) General information about the daily and weekly work schedule; 2) A review of the ministry, it's vision and mission, operation, and the intern's contribution to the ministry; 3) A detailed presentation of policies, duties and responsibilities, etc...

MNA ShortTerm: Once the Ministry Partner (Host) has extended an offer to participate in the Ministry Research Internship, the MNA ShortTerm Internship Liaison will contact the intern to make introductions and welcome them to the program.

MINISTRY RESEARCH INTERNSHIP PROJECT

Project Goals and Practical Applications

The Ministry Partner will identify an obstacle to effective ministry to their community. The Ministry Research Intern will work directly with ministry leaders and his or her supervisor to identify practical solutions to overcome the obstacle. The purpose of the research project is not simply to outline the theological, socio-political reasons for said obstacle, but rather to clearly identify and articulate the practical reason(s) the obstacle is there and to provide a practical solution towards removing it.

Suggestions for Research Project

The following suggestions are provided to be a guide in the development of your internship project. They will also help you develop vocational skills that will have application for all of life, not just in ministry. Likewise, the greater your participation in the life of the church, community and ministry, the greater the opportunity for spiritual formation; growth “in the grace and knowledge of our Lord and Savior Jesus Christ” (1Peter 3:18) .

- Becoming familiar with the community, church, and ministry
- Participate in the life of the church and community
- Collect data from existing documents that describe the community and church
- Be curious and ask questions
- Conduct informal interviews with ministry leaders, families or community members
- Share learning on a regular basis with supervisor
- Assist mission teams, church leaders, and community members
- Utilize resources recommended by supervisor as well as recommendations found on the MNA ShortTerm [***Online Portal***](#).

Interns are expected to have ongoing communication with their supervisor to provide regular updates, providing reflections of their internship experience and progress of their research project. For detailed guidelines for writing your Project Paper, please refer to *Appendix C* in this handbook.

Weekly Reporting to MNA ShortTerm

In addition to the requirements set forth by the Ministry Partner (Host) and supervisor, all Summer Interns are required to provide weekly updates to MNA ShortTerm through the MNA ShortTerm [***Online Portal***](#). This *weekly report* consists of seven questions crafted to foster deeper spiritual reflection as well as direct and maintain focus toward achieving the goals as set forth in the internship. While our goal is to identify solutions to the specific topic of concern, our desire for the Intern is learning and personal growth. Reporting is intended to aid in this process. To download or view a sample of the weekly report, [***CLICK HERE***](#).

Project Report

A research project is due at the end of the internship. This written report should summarize the project as well as reflect what the intern has learned from it. It should include a list of any books and articles that were read or contributed to the project. The project report should be 5-10 typed, double spaced pages in length, and follow the format provided in *Appendix C* of this handbook.

Example of a Project Goal and Practical Application

Ministry X has a very real roadblock of people's refusal to be aided in moving beyond charity to development. The intern's goal should be to identify the actual, practical reasons why the community often resists a "hand up" and falls back into a "hand out" mentality. Additional questions might be addressed:

- *In what way, if any, does our ministry contribute to the problem?*
- *In what ways, if any, have we been successful in moving people from charity to development?*
- *What role has government assistance played? Are there any ways we can be an agent of change in this area if necessary?*
- *How can we encourage our ministry partners and its supporters to help overcome the obstacle when a solution is identified?*

Sample Project Reports

- [**Mission Mullins 2021.**](#)
- [**Impact WV 2021.**](#)
- [**Hope for AC 2021.**](#)

Cohort Forums

The definition of a cohort is 1) A friend or companion; 2) A group of people used in a study who have something in common. The Ministry Research Cohort Forums are scheduled Zoom meetings that connect Ministry Research Interns with MNA Key Leaders for the purpose of sharing insights on a particular topic of mercy ministry. They are intended to help the intern with the development of their research project. These webinars will include a time of Q&A. The schedule for cohort forums will be provided at the beginning of each internship.

Deadline for Project Report

The Ministry Research Internship research project is due at the end of the internship. Receipt of the project paper will mark completion of the internship. Project papers are to be submitted to intern supervisor and the MNA ShortTerm Representative.

GENERAL DUTIES AND RESPONSIBILITIES

Depending upon where you are serving you may be serving alongside other interns who are not part of the Ministry Research Internship. The MRI is considered a hybrid program because part of your time will be spent developing your research project, the rest of your time will be spent serving the ministry and community in the capacity of a regular internship. Though not exhaustive, the following is a list of some of the duties and responsibilities of a regular internship.

- Church Participation
- Community Engagement
- Guiding Short-Term Ministry Teams
- Briefing and Debriefing Teams
- Hospitality & Visitation
- Staff and/or Internship Meetings
- Duties and responsibilities as outline in the internship orientation packet

**MNA SHORTTERM MISSIONS - MINISTRY RESEARCH INTERNSHIP (MRI)
ACKNOWLEDGEMENT AND AGREEMENT FORM**

Mission to North America (MNA) - Presbyterian Church in America
All Presbyteries and Churches of the PCA
Internship Memorandum of Understanding

THIS ACKNOWLEDGMENT AND AGREEMENT is made by _____, effective on the date when signed and witnessed below and that by signing, acknowledges that they have read the internship handbook and agrees to fulfill all duties and responsibilities related to the development and completion of the Ministry Research Internship and Project Report as set forth in the internship handbook. I have read the Internship Handbook.

WHEREAS, the undersigned intern has been allowed to enter into a practical service learning internship program involving MNA ShortTerm and _____ (Ministry Partner-Host) for the term of _____ to _____ and desires to formally release from liability and to acknowledge and agree to his/her duties and responsibilities while in the Internship program, as set forth in the internship handbook and according to the orientation and job description as set forth by the Ministry Partner (Host).

NOW THEREFORE the undersigned understands and agrees, as follows:

A. The Ministry Research Intern (MRI) agrees:

1. To seek to live as becomes a follower of Christ and to act in a professional manner at all times when either directly or indirectly engaged in Internship activities.
2. To adhere to all applicable policies, procedures, programs, practices and operating standards of the Ministry Partner (Host) to which this Ministry Research Internship (MRI) Acknowledgment and Agreement Form is attached and to work under the direction and supervision of the Ministry Partner (Host) and their assigned Intern Supervisor during the period of the Internship.
3. To participate in the Ministry Research Internship for the duration of the time as set forth by the Ministry Partner (Host).
4. To work to the best of their ability toward achieving the goals and objectives as set forth by the Ministry Partner (Host) and Internship Supervisor, including preparing for and participating in meetings, events, evaluations or other activities pertaining to the Internship.
5. To participate in the Cohort Forums if/when scheduled and provide weekly reporting to the MNA ShortTerm online portal.
6. To present their completed Project Paper to their Internship Supervisor and MNA ShortTerm Internship Liaison at the end of their internship, understanding that only then is their internship complete.
7. To be responsible for his/her own health and accident, automobile and health, and liability insurance. Neither MNA ShortTerm nor the Ministry Partner (Host) provide such benefits. Further, the undersigned is expected to meet any health requirements required by the Ministry Partner (Host).

B. The Ministry Research Intern understands and acknowledges:

1. The intern is not an employee of MNA ShortTerm and is not entitled to any benefits of employment, e.g., compensation, fringe benefits, worker's compensation, etc... The internship compensation and subsequent distribution of funds is determined exclusively by the Ministry Partner (Host), the terms of which will be communicated in the interview and orientation process.
2. That expenses incurred during or while traveling to and from the Internship shall be borne by the intern; however, all other properly documented expenses incurred at the direction of the Ministry Partner (Host) during the Internship shall be reimbursed by the Ministry Partner (Host). Other expenses such as lodging and meals may be born by the Ministry Partner (Host) but may vary from ministry to ministry. Accomodations and food services will be communicated in the interview and orientation process.
3. The undersigned intern has read and understands the terms and conditions of the Ministry Research Internship Acknowledgment and Agreement Form and agrees to abide by all their applicable terms and conditions, without limitation.
4. THE TERMS OF THIS MINISTRY RESEARCH INTERNSHIP ACKNOWLEDGMENT AND AGREEMENT FORM ARE BINDING ON THE UNDERSIGNED INTERN AND THIS DOCUMENT SHALL SERVE AS A MEMORANDUM OF UNDERSTANDING, RELEASE AND ASSUMPTION OF THE RISK FOR MYSELF, MY HEIRS, ASSIGNS AND NEXT OF KIN.



Mission to North America (MNA)/Presbyterian Church in America (PCA)
All Presbyteries and Churches of the PCA
VOLUNTEER WAIVER, Release and Indemnity Agreement

I HEREBY acknowledge that I am willingly and voluntarily entering into a ministry venture with other volunteers, both skilled and unskilled, for the purpose of assisting people in a ministry context. I represent that I am acting in a strictly volunteer capacity and that I am paying my own expenses and providing my own insurance.

I understand and acknowledge that the work I will be involved in may, at times, be hazardous and I assume all risks associated with my involvement in this effort. I further acknowledge that accidents may occur on or around the ministry site and traveling to and from said site, involving motor vehicles, or tools and equipment. I understand that any motor vehicle in which I may be transported will be operated by licensed drivers, who may or may not be professional drivers.

I therefore waive, release, agree to indemnify and hold harmless Mission to North America (MNA), the Presbyterian Church in America (PCA), all presbyteries and churches of the PCA, their agents, employees, representatives, and volunteers with whom I may be working from any and all liability claims, injuries, damages, losses, expenses of attorney's fees, actions or causes of actions which I have or may hereafter discover as a result of my participation in this ministry effort. I further waive/release, indemnify and hold harmless all parties herein and above mentioned from any claim, action, cause of action for damages, injuries or losses of any kind which my heirs, administrators, executors or assigns may attempt to assert on my behalf.

I further release all parties above mentioned for any losses or damage to vehicles, tools or equipment, which I may own and have used in connection with this ministry site. I understand that I am expected to provide my own insurance in case of accident, illness or injury and that MNA, the PCA and all presbyteries and churches of the PCA, do not provide insurance for volunteers. If you need assistance with insurance options, please contact slanier@pcanet.org for some suggestions. Personal liability insurance is the responsibility of the volunteer. By my signature below I attest to the fact that I have adequate medical insurance for serving at this site. Further my signature below attests to the fact that I have completed the background screening with Data Facts as required by MNA ShortTerm Missions.

I agree that I will not use my affiliation with MNA, the PCA, or any presbytery or church of the PCA to further my own 'for profit' business or business venture. I will further allow MNA, the PCA, PCA presbyteries and PCA churches where I volunteer to use any photos taken of myself for future publications.

COVID-19 STATEMENT: MNA ShortTerm Missions follows the guidance from the CDC and governing authorities in regards to COVID-19 and the Coronavirus Pandemic to ensure the safety and health of our volunteers. Face masks are recommended (required in some locations where mandated) and frequent hand washing and sanitizing is mandated. If you have traveled out of the country or been exposed to an active case of COVID-19 you will need to self-quarantine for 14 days before serving. Additionally, if you are exhibiting any symptoms (fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, sore throat or new loss of taste or smell) please refrain from serving as a volunteer. If during your time of service you begin to exhibit any of these symptoms you must self-report to the MNA ShortTerm Missions Site Coordinator.

Signed on this _____ day of _____, 20_____

Volunteer/Intern Signature

Volunteer/Intern printed name

CONTACT INFORMATION:

Volunteer/Intern's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

May we email you updates from MNA ShortTerm Missions?

Yes No

IN CASE OF EMERGENCY NOTIFY:

Primary Contact: _____ Phone number(s): _____

Secondary Contact: _____ Phone number(s): _____

INSURANCE & HEALTH INFORMATION:

Insurance Carrier: _____

Policy Number: _____ Group number: _____

Allergies, medical conditions we should be aware of: _____

APPENDIX C

REPORTING GUIDELINES FOR RESEARCH PAPER

Every student is required to write an Internship Report which will be submitted to their Internship Supervisor and MNA ShortTerm Liaison at the completion of their internship. This is to be a formal report intended to assist the ministry as well as provide a resource for other churches and ministries.

Does the thought of writing this paper and having it read by others intimidate you? So that you might not be intimidated or paralyzed by fear, consider your task within the context of love. For the duration of your internship, love the people God has called you to serve and be willing to receive their love in return. Then write about your experience in the format listed below. Remember, this paper is not intended to be a weight but to give you wings, so that you might grow in the grace and knowledge of our Lord and Savior Jesus Christ (1 Peter 3:18).

The Internship Report will follow the format listed below and should be 5-10 pages, double-spaced, using a professional font (Helvetica, Trajan, Garamond Pro, Futura, Bondi, Proxima, etc...). If you provide footnotes please use the Turabian style for all citations. As a helpful reminder, reports typically go through several rounds of revision in collaboration with the Internship Supervisor prior to final submission.

Please note, the sample project reports listed in your handbook were submitted prior to the establishment of these guidelines. Therefore, your paper will look somewhat different. The addition of these guidelines was influenced by feedback received from the interns who submitted these project reports. The reason they are included is for the purpose of displaying goals, objectives, research, conclusions, and examples of community engagement and church participation. Because we value your thoughts and insights, you will also have an opportunity to provide written feedback at the completion of your internship.

Title Page

List the student name, the ministry research program, the internship supervisor, the internship ministry partner, location, and the duration and dates of the internship.

Table of Contents

Include a table of contents with your internship report. This should be the first page in your report since it allows readers to easily navigate to the various parts of the report.

Goals and Objectives

A single page that lists the original goals and objectives of the internship.*

Introduction

Because context gives the reader a clearer understanding of your experience the introduction should include the name of the Ministry Partner (Host) with a brief description of the ministry, including the scope of their work in the community. This is also where you will include

background information necessary to understand the work completed during the internship. This section is similar to the introduction section of a research paper.

Description of Work

This section contains an explanation of the work completed during the internship and a discussion of the significance of the work. It is similar to the results and discussion section of a research paper. This will be the body of your work.

Conclusions

In this section summarize the outcomes and solutions of your research to include practical solutions.

Internship Discussion

This section contains a discussion of the internship and should address the following points:

- Were the objectives achieved?
- What vocational skills were learned during the internship?
- How did you see God at work in your life, the church, and in the community?
- What challenges did you experience during the internship?
- What is your overall evaluation of the internship experience?

***Goals and Objectives, What's the difference?**

A goal is an achievable outcome that is typically broad and long-term. An organization uses goals to help align vision and mission in order to guide their actions and decisions. An objective defines the specific, measurable actions taken to achieve the overall goal. The main difference between a goal and an objective is that goals provide direction whereas objectives measure how you should follow that direction. If goals indicate the outcome or destination, then objectives are the steps taken to reach that destination. For goals to be achievable they must be SMART; Specific, Measurable, Attainable, Relevant, and Time Bound.



SHORTTERM MISSIONS GRANT ACKNOWLEDGEMENT FORM

As stewards of the specific shortterm missions grant funds entrusted to its care by Mission to North America, MNA ShortTerm Missions works to wisely administer funds designated for the ministry of short term missions.

The staff of MNA ShortTerm Missions reports to the Committee on Mission to North America (MNA) on how these funds were used. Please take the time to complete this report. We apologize for the added work, but it is required by our auditors to ensure appropriate use of relief funds.

Please complete, sign and return this form to: **Mission to North America**
1700 North Brown Road, Suite 101
Lawrenceville, GA 30043-8143
ATTN: Accounting Dept.

(NOTE: Also scan completed form and send via email to slanier@pcanet.org)

Church Name: _____

Church Address: _____

Amount of Grant: _____

Date Received: _____

Funds used for: _____

This form is submitted by: _____ (Printed name)

Signature

Date

Position or Title (Pastor, Clerk of Session, Deacon, etc.)

Cell Phone: _____



APPENDIX E

HOST ACKNOWLEDGMENT AND AGREEMENT FORM
MNA SHORTTERM MISSIONS - MINISTRY RESEARCH INTERNSHIP
Mission to North America (MNA) - Presbyterian Church in America
All Presbyteries and Churches of the PCA
Host Memorandum of Understanding

THIS ACKNOWLEDGEMENT AND AGREEMENT is made by _____ (Print name of Ministry Partner-Host), to participate with MNA ShortTerm Missions in their Ministry Research Internship Program for the internship of _____ (Print name of intern) from _____ (Duration of internship).

By signing below:

- We acknowledge that we have read the Internship Handbook for Interns and Hosts.
- We confirm our understanding and commitment to participant in the Ministry Research Internship as set forth in the Internship Handbook for Interns and Hosts.
- We agree to provide supervision and mentoring assistance to the Intern for the duration of their internship.
- We acknowledge that our obligations and commitments are fulfilled at the end of the internship and that completion is upon receipt of the Ministry Research Internship Project Paper.

We are grateful for your work and partnership in the Gospel and look forward to how the Lord will use this program in the life of your ministry and community.

This signed form must be returned to MNA ShortTerm prior to disbursement of grant funds.

Signature of Ministry Representative

Date

Printed name of Ministry Representative

APPENDIX F

HOST MINISTRY & SUPERVISOR GUIDELINES

The following is intended to provide an informal guideline to help the host ministry and intern supervisor participate in the MNA Ministry Research Internship.

- The internship is an opportunity for student learning and growth. Therefore, the host ministry contributes to the intern's learning in a very significant way and must be prepared to support the intern in the learning process. The intern functions differently than other interns serving with their ministry, and the host ministry should consider carefully how they will interact with the intern in support of his or her growth.
- Host ministries must be able to identify a person in their organization who can provide the time and energy it takes to provide supervision of the intern, and is excited about serving in this role. Because the supervisor also serves as a mentor, the relationship is much deeper and more relational, involving far more than just providing a job description and making certain that the intern fulfills the requirements. Rather, mentoring is investing in the intern to help them learn and grow.
- The supervisor should work with the intern to develop a Research Project Plan. The Research Project Plan will outline expectations and outcomes along with anticipated duration and hours allotment. It should also include identification of particular activities in which the intern will participate that will help them with their research project, development of vocational skills, and spiritual formation. It may also include a reading list or access to other resources that help achieve the goals as set forth in the internship handbook.
- Supervisors should plan on regularly checking in with, praying for, and praying with the intern outside of formal evaluation meetings.
- The supervisor's evaluations of the intern should be conducted in a constructive manner, occurring at scheduled times and discussed with the intern. Interns should be given opportunity to ask clarifying questions about feedback.