

# FIELD EDUCATION CONTRACT (Traditional)



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## INTERNSHIP INFORMATION

Intern Name: Laverne Robinson

Mentor Name: Helen & Andre Broady

Intern Email: hileefavoured048@hotmail.com

Mentor Email: hbroady06@aol.com

Intern Phone #: 917 500-9980

Mentor Phone #: 917 567-5702

Intern Degree Program: M.Div Theology & Missions  
Urban Track Ministry

Internship Site Name & Address:

Genesis Transitional Housing  
195-12 Hollis Ave. St. Albans, N.Y. 11412

Intern Campus (*please circle one*) :

Rockland

**NYC**

Puerto Rico

Internship **1<sup>st</sup> sem:**

Breakdown: Credits: **1**

2<sup>nd</sup> sem:

Credits:

3<sup>rd</sup> sem:

Credits:

*(Note: 1 credit = 120hrs; 2 credits = 240hrs; 3 credits = 360hrs.  
Requests to take 2 or 3 credits in one semester must be approved by your campus' Coordinator of Field Ed.)*

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## INTERNSHIP DETAILS

Financial Arrangements, if any:

Housing Arrangements, if any:

Office Arrangements, if any: Weekly access to Genesis House for intern responsibilities. Wednesday & Fridays from 1:00 p.m. to 6:00 p.m.

Intern's Official Title at Internship Site: Student Intern

How will the Intern be introduced to the congregation / organization?

Intern will be introduced during first Bible Study on Wednesday evening after intern has had the opportunity to observe Bible Study with clients.

HOW will you bring closure to the Internship?

A brief worship service and dinner with mentors and clients at a restaurant. This will be a celebration event.

Intern: If your Mentor is of the opposite sex, who will be your same-sex mentor (available on an informal basis)?

They are a husband and wife team who founded Genesis Transitional House. Helen Broady will be available to mentor on a regular basis, however Andre her husband will attend some reflective and planning sessions.

**KEEP A COPY OF THIS CONTRACT FOR YOURSELF!!!**  
**Please submit the original Contract and all papers & reports to the ATS Field Education Office.**  
**Papers & reports may also be emailed to Internshipnyc@Nyack.edu**

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## INTERNSHIP ACTIVITIES

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General Ministry Areas (available to, or of interest to, the Intern) (*i.e.*, *youth-group, cell-groups, etc.*):  
Please also indicate the percentage of time the Intern will be spending in each of these Areas.

- Intern will work in small group with clients twice a week for an hour for spiritual growth and to establish meaningful relationships. (Relationship building process)
- Intern will plan thematic Bible Studies for clients on Wednesday evenings from 7:00p.m to 8:00p.m.
- Intern will preach at Reverends Helen and Broady's church, Caanan A.M.E. Church on the third Sunday of each month during the semester.
- Intern will write at least 2 case studies a month after being trained.
- Intern will nurture individuals in their journey to recovery process on a weekly basis by assigning basic daily living skills in house and engage clients in small group workshops, and conversations.
- Intern will attend at least 2 meetings a week with mentors (community- based programs, outreach initiatives, social services etc.)
- Intern will assume responsibility for supervising and overseeing clients in assigned duties and recreational activities.
- Intern will engage in conflict resolution, decision-making and solving problems in small group sessions, one to one conferences and house meetings at least twice a week on Wednesdays and Fridays.
- Intern will plan recreational and program activities for the house on an on-going basis.

### Opportunities to Lead:

- Morning Devotions and corporate prayer on Saturday mornings from 9:00a.m. to 10:30 a.m.
- Bible study every Wednesday evening from 7:00 p.m. to 8:00 p.m.
- Small group discussions and workshops on Friday evenings from 5:00 p.m. to 7:00 p.m.
- Preaching at Caanan A.M.E. on third Sundays of every month until semester ends.
- Plan outreach opportunities with community-based organizations on a monthly basis

### Opportunities to Participate:

- Scheduling Daily Activities during morning hours when present
- Bible Study on Wednesday evening from 7:00 p.m. – 8:00p.m.
- Worship leader, preaching and teaching at Caanan A.M.E Church on the third Sundays and Genesis morning devotions on Wednesdays and Fridays
- Staff meetings with house managers and mentors once a week
- Handling conflict resolution situations when applicable
- Counseling individual clients and in small group time
- Write at least two case studies each month

### Opportunities to observe:

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- Intern will observe house rules and management when modeled by mentors.
- Intern will observe the process of how to write a case study.
- Intern will observe the routines and daily living skills of clients.
- Intern will also model program management skills after observation.
- Intern will observe interactions and interpersonal skills between program managers and clients and client to client interactions.
- Intern will observe client behavior and/or attitude during counseling sessions, small group workshops and crisis intervention.
- Intern will make anecdotal notes of atypical behaviors and incidents that occur in-house.
- Intern will observe different leadership styles of mentors and see what works and what does not work in building relationships, problem solving, conflict resolution and decision-making.

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### INTERNSHIP COMMITMENTS

- We commit to regular & frequent mentoring meetings, and will not allow more than 2 weeks to pass between meetings.
- We will submit our respective required reports in a prompt & timely manner.
- We will attempt to resolve any conflicts graciously with each other first, before contacting the Field Education Office at ATS.

Intern Signature: Laverne Robinson

Mentor Signature: Helen & Andre Broady

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## INTERNSHIP LEARNING GOALS

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*Make sure your goals are S.M.A.R.T: Specific, Measurable, Achievable, Relevant, Time-bound!!!*

### **Intern's Faith-Filled Risk:**

My faith-filled risk will be to change from a leadership role to become a student thus letting go of behavior that demonstrates being in control all of the time.

### **Intern and Mentor's Faith-Filled Risk:**

The mentor will make the intern's agenda her agenda to fulfill her mentoring commitment as it relates to assignments, meetings, role modeling and accountability. This will require establishing an honest, supportive and cooperative relationship while working together in a friendly partnership.

### **Personal Goals (see Learning Contract from SF503):**

I will maintain a healthy body by keeping my monthly/yearly doctor appointments, taking required medication and multivitamin every day. I will continue to exercise at Blink gym on Monday and Thursday mornings. I will continue taking a 30 minute walk with my husband on the days that I am not at the gym or at Genesis House. I will get adequate rest by being in bed by 10:00 p.m. every night to get 8 hours of sleep. I will continue taking a "power nap" at 2:00p.m. on days that I am home. I will treat myself to an ice cream cone on Wednesday evenings when carvel has special prices for seniors to celebrate myself and accomplishments. Lastly, I will not eat anything after 8:00 p.m. to prepare for a good night's rest as suggested by my primary doctor.

### **Knowledge Goals:**

I will prepare myself for my second ordination as Elder in the A.M.E. church in April 2021 by completing seminary in January 2021. This will require me to make appointments with my advisor at the beginning of every semester to plan my schedule of classes to assure graduation on my target date.

Three times a week on Monday, Tuesday and Thursday I will devote an hour to Bible Study in the mornings. It is my goal to read the Bible through again in a year beginning in January 2020 – January 2021.

During this semester will take a travel course to Texas to study Community Development in context from October 9 to October 12, 2019.

I will work closely with my mentor in evaluating, assessing and writing at least two case studies during this semester. I will be able to complete a case study for this course by December 7, 2019.

I will become more technologically savvy by visiting the writing center for help in using power point for presentations and to learn how to use footnotes properly when writing papers.

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## Skills Goals:

I will improve teaching, preaching and counseling skills by spending more time in preparation.

I will avoid procrastinating.

I will apply skills when I teach Bible Study every Wednesday at Genesis Transitional Housing facility.

I will preach 1 sermon a month from October to December at Caanan A.M.E. Church in Astoria Queens where my mentors serve as Pastor and Co-Pastor.

I will attend my church's Bible Study on Monday evenings during our Women's season.

I will attend Corporate prayer from 9:00 a.m. to 11:00 a.m. on most Saturday mornings before going to intern facility.

I will read at least two books on counseling and revisit Dr. Reimer's book entitled Soul Care to improve myself and counseling skills to be utilized in small group discussions at Genesis Housing.

My mentor and I will meet at least 2 times a week to discuss and/or evaluate my performance, strengths and weaknesses.

I will improve in time management during this semester by submitting all of the required assignments by December 7, 2019. This will mean spending 2 to 3 hours every day to make notes in my log, writing papers, reading materials and mentoring sessions with my mentors.

## **Spiritual Goals (see *Learning Contract from SF503*):**

It is my spiritual goal to maintain an inner peace and spiritual discipline.

I will commit to spending 30 minutes a day with myself to have intimacy with God and to hear from God.

I will continue morning devotions at 5:00 a.m. before starting my day.

My family and I will continue family meetings on Saturday afternoon/evenings between 6:00 p.m. and 9:00 p.m. for 45 minutes to maintain open communication, to share future plans, share good news, etc. to maintain healthy family relationship.

I will fast during corporate church fasts and individually once every week.

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The spiritual gifts survey from SF503 revealed my top three gifts to be evangelism, shepherding and service. It is my long-term spiritual goal to stop making my relationship with God all about me, but to assume my role as servant, serving in my home, church and community.

Preparing sermons for Children's Church, conducting Bible Studies, and planning events for children and adults will give me the opportunity to practice, demonstrate and reinforce my spiritual gifts while making disciples for the kingdom of God.

Intern and Mentor will discuss the following topics during Mentoring Sessions:

Assessments of strengths and weaknesses  
Client histories, behaviors and attitudes  
Scheduling, routines, assignments for day that I am there, Mondays, Wednesdays and Fridays.  
Characteristics of the community  
Conflict Resolution and Resolution  
Preaching, teaching and counseling tips  
Policies and ordination requirements  
Expectations of one another and others  
Family life  
Intern's job description review  
Leading meetings  
Organizational development  
Budgeting  
Community based organizations and outreach

Risk taking  
Success and Failure  
Time management  
Urban ministry  
Spiritual formation  
Social action  
Missions  
Ministry to special groups of people  
Prayer  
Internet (resources and risks)