**Meeting 1 and 2: from Intern Handbook (page 19):**

**Meeting One** Welcome the intern, and have the committee and intern become acquainted.

1. Talk about the intern’s Learning Goals

2. Collectively decide the schedule for future meetings

3. Give the intern the opportunity for questions about the congregation, community, facilities, etc…

4. Sharing concerns may be a helpful monthly practice

5. During the year, sharing faith stories by committee members can be helpful

6. Inclusion of devotions and prayers at all committee meetings.

Communicate the Internship Committee Chairperson information to the intern, this includes their first and last name as well as their email address.

\*The email address used for the submission of the Mid Point and Final Evaluation must correspond with the email address listed on the Confirmation of Internship Placement form, which is submitted by the intern during the first two weeks of internship.

 **Meeting Two**

1. Check on housing and personal needs, as they apply.

2. Discuss the transition from seminary to a congregation setting.

3. Review with the intern their Learning Goals.

When finalized, the intern submits their Learning Goals online

4. Inquire about ideas for the Project Proposal.

5. Plan potential topics/agenda for future committee meetings.

6. Begin intentional feedback and appreciation portions of work together.

7. Meeting Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_