IXP
Influencer Experience
The IXP (influencer experience) internship is designed to grow the next generation of influencers, grow the church & grow the fellowship. Our heart is to see pastors, leaders, and ministers partner with the next generation so we can see a harvest like never before. Together we can empower influencers, equip the church, and reach the world.

Overview

There are 5 key elements that will be included in every IXP internship. As part of joining IXP, your church/ministry will commit to including these in every IXP internship.

- **Time**
  Each IXP internship has a set duration of time that your ministry will choose from. For example, you could choose a 3 month or a 6 month internship. All IXP internships will be full time unless otherwise noted by yourself.

- **Mentoring**
  The assigned ministry leader and the intern will engage in weekly conversations on life, ministry, and their assigned role.

- **Observation**
  A key for the intern to grow is getting to watch how ministry is done from the inside out. The assigned ministry leader will facilitate the intern being able to observe the different elements involved in their assigned role.

- **Engagement**
  The intern will learn not only by discussions and observation, but also by doing. The ministry leader will give the intern opportunities to have responsibility and leadership within their assigned role.

- **Feedback**
  One of the ways we grow is through receiving feedback. In the IXP internship you will initiate weekly feedback meetings with the intern as well as providing feedback for the EF IXP leader.
Time:

We want the intern to gain as much experience as possible during the IXP internship and serve your ministry in the best way possible. We recognize that this is accomplished in the most basic form by simply spending time at the church/ministry. The intern should complete the agreed upon hours and length of service of ministry observation and engagement in the internship they have chosen. We ask that you respect the time commitment and do not go under or over the hours and length of service agreed upon. If the intern is part time the assigned ministry leader assigned to the intern will need to discuss the days of the week and times that they would like them to participate.

Mentoring:

Our hope is that the relationship between the assigned ministry leader and the intern will provide a natural avenue for life-on-life conversations. In addition, as part of the IXP internship the assigned ministry leader and the intern will arrange weekly 1-on-1 mentoring conversations to discuss topics related to ministry, personal life and growth. As part of the mentoring process, the assigned ministry leader will also provide the intern with personal growth materials (books, teachings, etc) during their time with your ministry. It is in your court as the assigned leader to set up these meetings and make sure that they are happening every week. The intern is looking to you for leadership and guidance. Mentoring is key in equipping the next generation. *See Mentoring Meetings.

Observation:

We want the intern to be able to watch ministry from the inside out and this happens through observation. As part of the IXP internship, the assigned ministry leader will facilitate the intern being able to observe the different elements involved in their assigned IXP internship. Although we want the intern to have responsibility, we do not want them thrown into ministry with no training or feedback.

Engagement:

Along with observing the different elements of ministry, we desire that the intern have exposure and practice within real ministry situations. As part of the IXP internship, the assigned ministry leader will facilitate opportunities for the intern to have real responsibility and leadership. While we recognize that the intern will be involved in administrative tasks, the intern is not to be used merely for administrative work. It is necessary for the intern to get experience in the various aspects of ministry.

Feedback:

We recognize that feedback is essential to growth. We ask that the assigned ministry leader and the intern incorporate feedback into the weekly mentoring meetings. This is time for the assigned ministry leader to give feedback to the intern on how they are doing, while at the same time asking if the intern has any questions, concerns, or frustrations. This is a great chance for the assigned ministry leader to encourage and acknowledge the gifts and abilities they see in the intern.
The EF IXP leader will also have monthly video calls or face to face meetings with the assigned ministry leader along with a mid-point evaluation and final evaluation to see how the internship is going.

The EF IXP leader will also be sending monthly feedback forms and a mid-point evaluation to the intern about the IXP internship. If anything of concern arises from these forms, the EF IXP leader will contact the assigned ministry leader. There will also be a final feedback form and self-evaluation form at the end of the IXP internship. The EF IXP leader will send the forms to the assigned ministry leader and the intern. After this form is filled out, the assigned ministry leader and the intern should discuss the self-evaluation form. The EF IXP leader will have individual conversations with the assigned ministry leader and the intern about the final feedback form.

Terms:

The following terms and definitions will aid you in understanding the rest of the document.

**EF IXP Leader:**

Elim Fellowship will assign an EF staff member to connect with you and your intern throughout the whole process. They will make sure that the IXP program goes as smooth as possible, answer any questions you have and trouble shoot problems. Their main goal is to serve you and the intern while at the same time making sure the IXP internship is followed.

**Assigned Ministry Leader:**

Your ministry team can choose a member of your team to be the assigned ministry leader for the IXP internship. The assigned ministry leader will work closely with the EF IXP leader and the intern.

IXP hinges on having the intern work directly with a ministry leader in their IXP internship assignment. For instance if you have offered a children’s ministry internship we expect that the intern’s leader will be someone from your children’s ministry department. If the leader does not work fulltime, we understand if another person helps lead the intern day to day. However, the intern is not filling a vacant position in your church/ministry but is rather being trained under someone who is already filling that position.

We recognize that there will be some initiatives that you would like the intern to start and facilitate on their own. We ask that the assigned ministry leader work closely with the intern in that process to train them and offer feedback for those initiatives.

**Elim Fellowship Global Ministries Team:**

Elim Fellowship has a team that focuses specifically on missions and missionaries. They offer care, support, training and administration. A staff member from this team will be working with the intern to raise support & complete any pre-field training.
Process:

We hope to make the IXP process as smooth as possible. The following is an outline of how that process works.

Pre IXP starting:

1. Your church/ministry will fill out the IXP application.
2. The EF IXP leader will reach out to talk through your application, ask questions, and answer any questions you have.
3. The EF IXP leader will do an onsite church/ministry visit if possible.
4. EF places your IXP internship on the website.
5. When a person applies the EF IXP leader will go over their application, references and background check.
6. We submit the applicant’s information package to you for approval.
7. If you like, you can interview the applicant personally.
8. If the assigned ministry leader and the applicant would like to move forward, the EF IXP leader will schedule a meeting, either face to face or a video call between the intern, assigned ministry leader and themselves to introduce each other and go over expectations.
9. After that meeting if the assigned ministry leader and the applicant agree to start the IXP internship the EF IXP leader will officially accept the applicant to the IXP internship.
10. The EF Global Ministries team will work with the intern to raise their support and the EF IXP leader will work with the intern to complete any requirements you have for them before they join your church/ministry.

During the IXP Internship:

1. The intern comes to EF for 1 day of training and commissioning along with any other interns being sent out at the same time.
2. The intern is released to your leadership, where the assigned ministry leader will facilitate the IXP internship.
3. After the 2nd week, the EF IXP leader will check in with the assigned ministry leader and the intern.

4. The EF IXP leader will video call or have a face to face monthly meeting with the assigned ministry leader.

5. The EF IXP leader will send the intern monthly feedback forms.

6. The EF IXP leader will send a mid-point evaluation form to the intern halfway through their IXP internship. The EF IXP leader will also have a mid-point video call or face to face meeting with the assigned ministry leader.

7. At the end of the IXP program, the EF IXP leader will send the assigned ministry leader and the intern final feedback and self-evaluation forms.

8. The EF IXP leader will have a final conversation with the assigned ministry leader and the intern individually.

Post IXP Internship:

1. The EF IXP leader will have a video call with the assigned ministry leader to discuss how the IXP program went, process feedback and talk about potential future IXP possibilities.

2. If you choose to participate again in the IXP internship, you can either apply for a new IXP position or just communicate that you would like the same IXP position as before. If the information is the same as before you will not need to fill out the IXP application. However, if it is new position you will need to fill out the IXP application.

Commitments:

At Elim Fellowship, our heart is that the IXP internship would be a strength to both your ministry and to the intern. In order to make that happen, we ask that the ministry, intern, and EF IXP leader make certain commitments.

Church/Ministry Commitments:

- Have an assigned ministry leader available to the intern for a mentoring and training relationship in the specific field the intern signed up for. We would prefer this to be a full time IXP internship.

- Meet the requirements agreed upon in your application (length of internship, job description, finances etc.).

- Provide the intern opportunities to observe and engage in ministry with people.
• The assigned ministry leader participate in weekly mentoring meetings with the intern.

• Provide the intern with personal growth materials (books, teachings, etc.) during their time with your ministry.

• The assigned ministry leader will communicate problems or concerns quickly and clearly with the intern.

• Communicate with the EF IXP leader any problems in the IXP internship that cannot be worked out with the intern directly.

• Provide a free will offering at the end of the IXP internship for the intern.

• Hold a celebration for the intern on completion.

Intern Commitments:

• **Honor:** Give honor to those in leadership. Submit wholeheartedly to the ministry’s leadership and their vision for the church.

• **Values:** Walk in unity with the ministry’s core values and EF’s values.

• **Unity:** Agree to protect the unity of the ministry by acting in love, refusing to gossip, walking in transparency with leadership, and walking in forgiveness when offended.

• **Teamwork:** Work in unity and humility with the leadership and ministry teams.

• **Communication:** Communicate clearly and quickly with your assigned ministry leader. Communicate with the EF IXP leader if any problems arise that cannot be handled with your ministry leader directly.

• **Integrity:** Walk in integrity in your commitments to the IXP internship and in your daily life.

• **Follow Through:** Complete assigned tasks on time and follow through with the IXP internship process.

• **Decision Making:** Commit to making larger more important decisions under the direction of your ministry leader, while at the same time, commit to making smaller decisions within your internship assigned tasks, without the need to run every little detail by your ministry leader.

• **Constructive Criticism:** If you observe poor leadership, problems, gaps or room for improvement, communicate them to your assigned ministry leader. Your role is to communicate and give feedback, not to take independent action to resolve the issues. Do not initiate or be drawn into unhealthy criticism of others or the ministry either in public or private.
• **Hygiene & Dress:** Personal hygiene, modest apparel, and good manners are expected of interns.

• **Attitude:** Seek to be cooperative, adaptable, humble, teachable, positive, committed, assertive and confidential. Do not let disagreements or offenses with others spoil your attitude or your service to others.

• **Time Management:** Communicate regularly with your ministry leader about your weekly schedule. Be prompt to all meetings. A phone call is appropriate when running late for engagements.

• **Serving:** Looks for ways to help. Many tasks within ministry that are menial, administrative, or janitorial in nature. Strive to have a servant attitude in everything you are asked to do.

**EF Commitments:***

• Provide a placement for your ministry on our website.

• Receive and process intern applications. Perform background checks.

• Connect applicants to your assigned ministry leader for approval.

• Facilitate a 3-way intro meeting to go over expectations with the assigned ministry leader, the intern, and the EF internship leader.

• Have a 1-day training with the intern at EF offices. We will go over expectations, EF values, heart attitude, commissioning, etc.

• Handle the finances for the IXP internship.

• Have a check-in at the end of the 2nd week with the assigned ministry leader and the intern.

• Have monthly video calls or face to face meetings with the assigned ministry leader.

• Send monthly feedback forms to the intern. If there are any concerns that arise, we will let the assigned ministry leader know.

• Send mid-point evaluation forms to the intern halfway through their IXP internship. Have a mid-point video call or face to face meeting with the assigned ministry leader.

• Facilitate conflict resolution if necessary.

• Send final feedback forms and self-evaluation form.

• Have a final feedback conversation with the assigned ministry leader and the intern.
EF Core Values:

- **We Reach the World**
  We seek to have a global impact through world missions.

- **We Are Authentic**
  We are real people sacrificing for a great cause.

- **We Influence Without Control**
  We seek to inspire and guide rather than control or manipulate.

- **We Pursue Revival**
  We discern, pursue, and participate in fresh moves of the Holy Spirit.

- **We Are Restorers**
  We are committed to reconciliation and to restoring broken lives, relationships, and ministries.

- **We Embrace Spiritual Gifts**
  We embrace the power gifts, ascension gifts, and motivational gifts.

- **We Are United through Relationships**
  We encourage unity through relationships with both genders, all races, and all ethnic groups.

- **We Are a People of God’s Presence**
  We demonstrate our dependence on God’s presence through worship, prayer, and intercession.

- **We Are Inclusive**
  We seek to fellowship, strengthen, and collaborate with the larger body of Christ.

Conflict:

In every ministry environment, there is likely to be some form of conflict at some point. This is a reality of ministry and should be considered part of the intern’s training. The important thing is how the conflict is handled.

If any significant conflict, relational difficulties, frustration or other problems arise, the intern’s assigned ministry leader should discuss it with the intern. Most conflict can be resolved with clear communication.
If the assigned ministry leader and intern cannot handle the problem with open communication, both the intern and the assigned ministry leader have the right to call the EF IXP leader in for help. Our goal will be to resolve the issue and move forward with the IXP internship.

Neither the assigned ministry leader nor the intern may terminate the IXP internship without first contacting the EF IXP leader.

**Finances:**

As a church/ministry, you are responsible to provide room and board for the intern as well as mileage reimbursement for any events or errands the intern is required to take on.

The intern will raise funds to cover the rest of their costs for the IXP internship at a rate of $400/month. The funds will be received through Elim Fellowship where they will be subjected to a 20% admin fee. Elim Fellowship will then distribute the funds monthly to your church/ministry. The preferred use for the funds is for you to distribute to cover a stipend for the intern.

The church/ministry will be responsible to report any funds given directly to the Intern as stipend on a 1099-MISC at years end if the total amount exceeds $600. (Significant talks should be had with the intern letting them know that they will be responsible for Self Employment tax.)

If your church/ministry can provide a stipend in addition to what the intern raises please let the EF IXP leader know.

The EF IXP leader will be checking in with the intern and assigned ministry leader to make sure that the flow of finances is being handled appropriately.

**Closing:**

We are so excited to partner with you to raise up the next generation of influencers, strengthen your ministry, and reach the world.

Below you will find a basic template you can use that will help you know how to mentor and lead an intern.

If you have any questions about the IXP internship feel free to email us at ixp@elimfellowship.org.

*Completion of the IXP application does not guarantee you ministry to be accepted into the IXP internship program.*
Template:

We know that hosting an intern has the potential to be a little intimidating. If you would love to host an intern but are not quite sure how it would work, here is a basic template that you can use as a starting point.

Set Up & Orientation:

Before the Intern arrives

1. Contact intern to set up starting date and time.
2. Review application and take note of anything that is important such as their expectations and hopes for the IXP internship.
3. Review SHAPE assessment that was sent to you by the EF IXP leader about the intern.
4. Set up a room or desk and gather office supplies for the intern.
5. Prepare an orientation meeting for the intern to get acquainted with your staff, team facilities, etc.
6. Let the staff and possibly the congregation know you are hosting an intern.
7. Send picture & name of intern around to the staff.

Orientation Meeting

1. Celebrate the intern, their calling, and IXP internship.
2. Spend time getting to know the intern.
3. Go over the ministry’s value & vision along with details about the ministry.
4. Go over your expectations and their expectations.
5. Discuss IXP packet and commitments.
6. If they are doing a part time internship work out what days of the week and times they will serve.
7. Talk about the scheduling of the first couple weeks or months.
8. Take them on a tour of the ministry and introduce them to staff.
9. Have your first mentoring conversation and set up when you will have your weekly mentoring meetings.
10. Give room for the intern to ask questions.
11. Prayer of commissioning.
Weekly Routine:

1. Mentoring meeting.
2. Observation of various ministries.
3. Engagement of various ministries.
4. Reading books or assigned material.

Mentoring Meetings:

These meetings are meant to help facilitate growth in the intern both in their personal life & ministry.

Overview:

- **Prep**
  Always spend time prepping for the meeting. Map out where you want the meeting to go and review any follow up notes.

- **Time**
  Plan for about 1hr (you can always end sooner if needed but this should be more than just a quick check-in).

- **Location**
  This is a chance for you and the intern to have honest, deep conversations. In order to encourage honest communication, we suggest meeting in a private location. If you are meeting with the opposite gender, find a location where you both feel safe.

- **Notes**
  Take notes so you know what to follow up on.

1st Meeting Format:

- **Break the ice (20 min)**
  Spend time getting to know each other, listen to the intern’s goals and calling.

- **Expectations (5 min)**
  Tell the intern the purpose of these meetings and what they will look like.

- **Questions (10 min)**
  See if they have any questions.

- **Mentoring Topic (10 min)**
  Come up with specific mentoring topics - areas the intern would like to focus on and areas you
think they should focus on. Choose the first topic to discuss the next week.

• Assignments (5 min)
  Assign reading material or other assignments for the next week.

• Final questions & Prayer (5 min)
  Ask if they have any questions on what was talked about.

**Weekly meeting format:**

• Welcome (3 min)

• Follow up (5 min)
  Follow up on any assignments that were given in the last meeting.

• Care (15 min)
  See if there is anything the intern would like to talk about.

• Feedback (10 min)
  Provide personal or work related feedback to the intern in both their strengths and what they could improve or do differently.

• Mentoring Topic (15 Min)
  Talk about the mentoring topic you decided to discuss. This should be a conversation on the topic not a lecture.

• Questions (10 Min)
  Ask if the intern has any questions or if there was anything that was unclear.

• Assignments (2 min)
  Assign any reading, questions, projects, or journaling for the following week.

**Mentoring Topic Suggestions:**

• Balancing family, personal life, and ministry

• Time management

• Sexual Purity

• The leader and integrity of honesty, finances, sexuality (including boundaries with opposite gender)

• Discerning your call
• Identity

• Dealing with conflict

• Recognizing and counteracting emotional and social isolation in leadership

• How to handle failure

• How to handle praise & rejection from people

• Dealing with offenses

• Seasons of life and ministry

• Current trends in ministry

• Additional topics related to the intern’s life and specific internship

Observation & Engagement:

The following is a list of activities you can have the intern observe, be involved in, or lead in their assignment.

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<td>Teaching prep</td>
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## Pastoral Ministry

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<td>Speaking engagements</td>
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<tr>
<td>Home visits</td>
<td>Assist in a baptism</td>
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<td>Hospital visits</td>
<td>Serve at a church event</td>
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<td>Seminars &amp; conferences</td>
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<td>Baptisms</td>
<td>Lead a class</td>
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## Tech & Media

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<td>Sound checks</td>
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<td>System setup</td>
<td>Recording (Audio &amp; Visual)</td>
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<td>Creation of material</td>
<td>Mixing</td>
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<td>Recording (Audio &amp; Visual)</td>
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<td>Mixing</td>
<td>Live tech &amp; media events</td>
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### Worship Ministry

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<td>Song writing</td>
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### Young Adult Ministry

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**Youth Ministry**

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**Final Evaluation & Celebration:**

- Have the intern fill out the self-evaluation form and give you a copy. You will also fill one out for the intern. Provided by EF.

- Go over the evaluation with the intern. Make sure the intern knows this is happening ahead of time.

- Celebrate completion of the IXP internship.