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| --- | --- | --- | --- |
|  |  |  |  **Date** |
|  |  |  | **Completed** |
|  |  |  |  |
| **Mentor Covenant Submitted by Intern Email sent? Yes** |  |  | Choose date. |
|  |  |  |  |
| **Mentor Approved by Internship Director** **Email sent? Yes**  |  |  | Choose date. |
|  |  |  |  |
| **Initial orientation phone call with the Internship Director before the internship starts** |  |  | Choose date. |
|  |  |  |  |
| **Spiritual Gifts Inventory Reflection Paper** |  |  | Choose date. |
|  |  |  |  |
| **Church & Para Church Organization Leadership Reflection Paper** |  |  | Choose date. |
|  |  |  |  |
| **Biblical Counseling Reflection Paper** |  |  | Choose date. |
|  |  |  |  |
| **Personal Finances Reflection Paper** |  |  | Choose date. |
|  |  |  |  |
| **Benevolence Reflection Paper** |  |  | Choose date. |
|  |  |  |  |
| **Prayer Journal Reflection Paper** |  |  | Choose date. |
|  |  |  |  |
| **Reflection Paper for Book: *Run with the Horses***by E.H. Peterson |  |  | Choose date. |
|  |  |  |  |
| **Final email by Mentor stating suitability for ministry** |  |  | Choose date. |

**Office Internship Close:**

1. **Enter Pass entered on Database:** Choose date.
2. **Deleted from Moodle:** Choose date.
3. **Name moved to completed on Internship Spreadsheet:** Choose date.
4. **Congratulation Email sent/CC Erin Corbett:** Choose date.
5. **Remove (X) Intern from Mail Chimp Internship List:** Choose date.

**Notes:**