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|   |  | **Date Completed** |  |  |
|  |  |  |  |
| **Mentor Covenant Submitted by Intern Email sent?** |  | Choose date. |  |  |
|  |  |  |  |  |
| **Mentor Approved by Internship Director Email sent?**  |  | Choose date. |  |  |
|  |  |  |  |  |
| **Initial Phone Interview with the Internship Director before the Internship Starts** |  | Choose date. |  |  |
|  |  |  |  |  |
| **Spiritual Gifts Inventory Reflection Paper** |  | Choose date. |  |  |
|  |  |  |  |  |
| **Vision Reflection Paper** |  | Choose date. |  |  |
|  |  |  |  |  |
| **Strategic Planning Reflection Paper** |  | Choose date. |  |  |
|  |  |  |  |  |
| **Church/Ministry Finance Reflection Paper** |  | Choose date. |  |  |
|  |  |  |  |  |
| **Pulpit Ministry Reflection Paper** |  | Choose date. |  |  |
|  |  |  |  |  |
| **Prayer Journal Reflection Paper** |  | Choose date. |  |  |
|  |  |  |  |  |
| **Reflection Paper for Book: *Courageous Leadership* by Bill Hybels** |  | Choose date. |  |  |
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| **Final Internship Report by Mentor stating Suitability for Ministry** |  | Choose date. |  |  |
|  |  |  |  |  |

 **(MNSOM Office Notes on Back)**

**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:**