

# ELP Handbook—Year Long Internship

Emerging Leaders Program (ELP)  
Wayside Friends Church

## Welcome!

We are really glad to have you as part of our community! We are excited for what you will bring to us, and we hope to be part of how God shapes you...now, and into the future.

## Co-Coordinator of ELP:

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## Our Community:

*As an open and affirming Christ-following Quaker Community,  
we recognize that all persons are equal before God,  
called to worship, serve and grow together.  
All are loved and welcome here.*

Wayside Friends Church (WFC) is moving into our fourth year as a community. We have had time to establish some foundations, vision, and values together. We view young adult age individuals as a vital part of our community and we desire that they have opportunities to know and experience the deep love of God, the living Christ, and community that demonstrates respect and honor for all.

Wayside Friends is home to leaders who are called and passionate about loving God and loving their neighbors. These leaders, along with the WFC congregation, experience a symbiotic goodness that comes from being a community that welcomes, affirms, calls, and equips all who seek to follow Jesus faithfully. The Emerging Leaders Program provides ministry interns with a wholistic experience involving mind, body, and heart. Leadership training, mentorship, and spiritual formation is paired with each ministry opportunity. Intentional care and support is provided by a ministry team committed to team building and collaborative community. The hallmark of the Emerging Leaders Program is in providing pathways into ministry for leaders who have had doors of opportunity closed to them for a variety of reasons.

## Internship Options:

For your internship, you will gain hands-on experience in ministry, under the supervision of one of our pastors or ministry leaders. We also want you to be thoughtfully exposed to three major areas of personal growth: **Leadership Training, Spiritual Formation, and Personal Development**. Each of these is necessary for

someone exploring ministry as a vocation, and each month we will gather the ELP cohort of interns to be led and taught in one of these areas by a leader from our community. But we want to give you freedom to choose and explore other things that are of interest to you. We've been praying for you, and we can't wait to see what you will bring to us!

Our ELP interns usually serve an average of 5 hours per week (variable and flexible depending on events and assignments). Most of that time you will lead and participate in hands-on ministry; but we also want three to four of your released/paid hours per month to be dedicated to these personal growth activities, that are aimed at replenishing you and helping you grow and gain skills. (If there are activities in this handbook you would like to explore in addition to those three to four hours, you are welcome to do so on an unpaid basis. **This is not an expectation**, just something to offer if desired.)

Each month we will gather the ELP cohort, check in and pray together, and focus on a topic together with a leader from our community. You'll also complete a stress inventory each month to give you and us one tool to monitor your emotional health. We'll also work to connect you with a mentor who can support you and encourage you (with maybe a coffee date each month, texts, phone conversations, whatever works well). There are also optional projects with various support people that you might want to try throughout the year

## Monthly Gatherings

Month	Topic/Leaders	Assignments
September	Orientation to Wayside, Friends/Quakers, and the ELP program	Initial selection and connection with mentor
October	Professional Skills Training—Rachelle Staley	Develop personal stress reduction plan
November	Organizing/Planning Projects—Michelle Akins	Connect with mentor or choose option from handbook
December	Spiritual formation and Growth—Steve Fawver?	Develop a personal spiritual discipline plan
January	Strength Finders Workshop—Cara Copeland	Connect with mentor or choose option from handbook
February	Ministry Values: What we've learned—Elizabeth Sherwood & Gregg Koskela	Connect with mentor or choose option from handbook
March	What will I take from this experience? Bring show and tell	Write or create something to show what you will take from your internship, and share with someone
April	Exit interview	

Below are some examples of the types of things you can experience in addition to your hands-on ministry. If you have other ideas you would like to explore, please let us know and we will work together to find resources.

## Options for Leadership Training:

Options:	Time?	Description:
Professional Skills Training– <b>Required, scheduled for October</b>	1-2 hours	Rachelle Staley supervised many interns over the years, and has learned some of the generational differences that can be addressed to make serving in a professional setting go more smoothly. She'll talk about email and phone etiquette; things to think through about your social media presence; how to plan an agenda and lead a meeting.
Organizing/Planning ministry projects– <b>Required, scheduled for November</b>	1-2 hours	Many people interested in ministry are strong in people skills, and need to learn and grow in organization, planning, and administration. We have some people in our community who are really good at it, and are willing to share some of their insights with you:  Michelle Akins is a former children's pastor, Girls Camp director, and current preschool teacher.
Strength Finders analysis– <b>Required, scheduled for January</b>	1 hour	Strength Finders is an assessment tool that helps you define your five top strengths. Cara Copeland is a trained coach who will meet with you after you take the assessment and talk through your strengths with you.
Coffee/Dinner Connections– <b>one required</b>	1 hour	This is a chance to meet informally with someone in our community who has good experience and training on leadership skills. They'll have some basic questions to guide the time, but it can go where ever your interests are. Below are their names and a little description:
		<a href="#">Jeremy Huwe</a> : Jeremy began his career as an engineer, and found himself as a manager. He then transitioned to the health care industry, and has had responsibility for implementing major system changes in a variety of departments. He's also received a lot of professional leadership training and coaching. He's married to Jenny and has two teenage daughters.
		<a href="#">Debby Thomas</a> : Debby served with her husband David as a missionary in Rwanda, Africa. She organized groups throughout the country in several projects that combined practical support and spiritual growth, called "Discipleship for Development." She earned her doctorate in organizational leadership, and currently teaches in that field. She's mom to four young adult children.
		<a href="#">Mark Ankeny</a> : Mark served as Presiding Clerk of Northwest Yearly Meeting in his early 30's because people recognized his leadership skills. He is currently a vice president at Pacific University in Forest Grove. He's

		married to Becky and has two daughters and 5 grandchildren.
		<a href="#">Elizabeth Sherwood</a> : Elizabeth has been a pastor for 14 years, and before that served in Young Life. She can see the big picture of communities and institutions well, and leads others with empathy, wisdom, and a servant's heart. For many years she has been part of the women in ministry program through the Murdock Endowment. She's married to Steve and has two daughters, one in high school and one heading to college.
Articles/Videos:		Here is a video which summarizes the themes in an excellent leadership book called Failure of Nerve, by Edwin Friedman (you may want to just read the book, listed below). How can leaders work to maintain a healthy identity as they lead?  <a href="#">Failure of Nerve summary</a>
Books:		<a href="#">Failure of Nerve–Edwin Friedman</a> This is the full book, if you want to choose to read and reflect on it. Steve Fawver is an excellent resource if you choose to read the book or watch the above article.
		<a href="#">In the Name of Jesus–Henri Nouwen</a> Henri Nouwen was a Catholic Priest with a vibrant faith in God. He's written several books, and this one tackles how our faith intersects with leadership.

## Options for Spiritual Formation:

Options:	Time?	Description:
Develop your own personal spiritual discipline plan from resources– <b>Required, scheduled for December</b>		We've collected some resources that can help you write out your own plan for activities to try. Encountering God happens differently for different people, and being disciplined to try different things is a lifelong habit worth building. <ul style="list-style-type: none"> <li>• Steve Fawver's listening life resources</li> <li>• Gregg Koskela's prayers from mystics</li> </ul> Scripture reading programs
Meet w/spiritual director– <b>Elective</b>	1 hour per session	A Spiritual Director is someone who is trained to help you discover and pay attention to what God is doing in your life. It's more open-ended than counseling, with questions designed to help you discover and notice what is going on in you.  <a href="#">Steve Fawver</a> is a resource for finding a spiritual director who might be a good fit.
Silent retreat– <b>Elective</b>	18-48 hours	Some have found that spending extended time in silence is a way to encounter God. This option could be joining an "official" retreat somewhere, or we could work with you to structure an informal one.
Prayer partner– <b>Elective</b>	1 hour or via email	Having someone to pray with and for you can be a big encouragement! We have several who are willing to do this in whatever way works best for you: <a href="#">Debra Buerkle</a> , <a href="#">Sienna Lundeen</a> , <a href="#">Gregg Koskela</a>
Personal silence/reflection/journal– <b>Elective</b>		We encourage each intern to take time to regularly practice silence and reflection, and to journal or draw or somehow tangibly process your experiences.
Coffee/Dinner Connections– <b>one required</b>	1 hour	This is a chance to meet informally with someone in our community who has a proven track record in helping others explore their spirituality. They'll have some basic questions to guide the time, but it can go where ever your interests are. Below are their names and a little description:
		<a href="#">Bruce Murphy</a> : Bruce has been a pastor, professor, and college administrator. He asks great questions and has a caring heart. He's married to Di and they have two grown children and four grandchildren.
		<a href="#">Howard Macy</a> : Howard taught Old Testament in universities, and loves thinking about worship and

		humor. He's married to Margi, with two grown children and three grandchildren.
		<a href="#">Gary Fawver</a> : Gary has spent years as a camp director and professor. He loves the outdoors, and the spritual classics. He's married to Susan, and they have three grown children, nine grandchildren, and one great-grandchild.
		<a href="#">Irene Dunlop</a> : Irene has been a pastor to children and a social worker. Her heart is to help name and celebrate what God's good news truly is. She'll be starting Richard Rohr's Center for Contemplation this year. She's married to Aaron, and they have two elementary age children.
Articles/Videos:		<a href="#">The Spiritual Journeys of Queer Christian Women</a> This article tells the stories of Queer Christian Women.
Books:		<a href="#">A Testament of Devotion-Thomas Kelly</a> This book is poetic prose: a beautiful and compelling description of life with Jesus at the center. Several of us come back to this classic again and again!
		<a href="#">The Divine Dance-Richard Rohr</a> Richard Rohr has given a gift of taking some very important and complex theology about the Trinity, about God's very nature, and made it readable and compelling.

## Options for Personal Development:

Options:	Time?	Description:
Develop a stress reduction plan– <b>Required, October</b>		You probably already know some things that help you deal better with stress: getting outdoors, getting sleep, exercise, etc. Take some time to write down a plan to follow. We have some people who can help if needed: <a href="#">Rachelle Staley, Jenny Huwe</a>
Once a month stress/anxiety inventories– <b>Required before each monthly meeting</b>	15 min.	Stress and anxiety are a normal part of life, especially life in the ministry. Each intern will take regular inventories and share the results with their supervising pastor. This will help you and the pastor to gauge when there is increasing anxiety or stress and work together to address.  <a href="#">Patient Health Questionnaire 9</a>
What will I take from this experience? Write and discuss with someone– <b>Required, March</b>	1-3 hours	Near the end of your internship, we want you to take time to think about and write down the things you want to remember and take with you from this experience. Then, you’ll choose someone (maybe the pastor, maybe someone you’ve had a coffee date with, or ??) to discuss it with.
Exit interview– <b>Required, April</b>	1 hour each	We think it is important for each intern to have an “exit interview” with their supervising pastor, and with the committee working on this mentoring side of the experience. It gives you a chance to give us feedback on what worked, what didn’t, what can be improved, and what ideas you have to make it better.
Write your story, including call to ministry; a spiritual autobiography– <b>Elective</b>	1-3 hours	Take the time to write or video your own story. What have been some of the marker points of faith for you? What do you see as things you are called to?
Coffee/Dinner Connections– <b>one required</b>	1 hour	This is a chance to meet informally with someone in our community who is gifted in helping others grow and develop as people and in relationships. They’ll have some basic questions to guide the time, but it can go where ever your interests are. Below are their names and a little description:
		<a href="#">Luann Foster</a> : Luann is a therapist with a gentle, encouraging presence. She’s married to Mike, and they have three children, preschool through elementary age.



		<b>Jenny Huwe:</b> Jenny is a therapist with deep insight into trauma. She's married to Jeremy, and they have two teenage daughters.
		<b>Rachel and/or David Clarkson-Reid:</b> Rachel and David spent a couple of years directing a study abroad program for college students in Rwanda, Africa. They walked alongside college students in beautiful ways.
Books:		<a href="#">Mentor for Life: Finding Purpose through Intentional Discipleship–Natasha Sistrunk Robinson</a>
		<a href="#">The Call–Os Guinness</a> This is a sort of workbook that helps lead you through discovering your sense of calling.
		<a href="#">Sabbath as Resistance–Walter Bruggemann</a> Bruggemann is a poetic writer who is an old testament scholar. In this book, he explores the practicality and the importance of building in sabbath rest.