

LOWCOUNTRY COMMUNITY CHURCH

THE KRATÓ EXPERIENCE

Internship Program Handbook:
A guide for prospective & current interns

WELCOME

Welcome to LowCountry Community Church's Internship Program, The Krató Experience. Whether you are a prospective or current intern, our prayer is that God will richly bless your ministry as you serve others in His name.

INTRODUCTION

The Internship Program Handbook is meant to communicate the philosophy, policies and procedures of the Program. This handbook is intended to provide supplementary information that specifically applies to the Program. None of the information contained in this handbook supersedes the information contained in the LowCountry Community Church Employee Handbook.

RATIONALE

We believe in the potential of people becoming world-changers by impacting the kingdom of God in massive ways. It's more than an experience. It's a platform for people to launch and step out fearlessly into what God has, to rise and go. We want nothing more than to help propel individuals into the 21st century society equipped to change it, to become the trendsetters and culture shifters who take the Gospel and the name of Jesus and share it.

We guarantee in the experience, that interns will work harder than they have ever worked before, but they will walk away having experienced more than they would have imagined. We believe that every intern will grow professionally, personally and spiritually in profound ways, while also being developed as leaders. The ultimate goal is to train leaders for the 21st century church.

Additionally, interns will have the opportunity to sit under the teaching/mentoring of our experienced leaders. They'll be challenged to be greater as they invest their lives in something with a local, national and global impact.

I. PROGRAM PHILOSOPHY

VISION

The *Krato Experience* is the internship program designed to produce practical ministry experience while developing the next generation of leaders. The goal is for each intern to experience every area of ministry at LCC.

Krató is not just a regular internship to gain knowledge and work experience—it is something much more. **Krató** is the Greek term for intern. This experience is about allowing college students to immerse themselves fully into ministry, providing an environment to be mentored and disciplined like the early church. The **Krató Experience** is about applying the biblical model of discipleship in a modern way.

OBJECTIVES

There are four main objectives to the Internship Program:

1. To expose the interns to a “behind the scenes” life and culture of LowCountry Community Church inclusive of the purpose, the foundations, philosophy and practices of LowCountry Community Church.
2. To prepare interns with real-life ministry experience and provide an environment to explore and discover their spiritual gifts and calling.
3. To educate the intern in best practices and recent topics in their field of ministry.
4. Achieve readiness for ministry in the areas of personal growth, spiritual growth, theological application, and ministry experience.

Additional Objectives

5. To see a variety of people, ages, gifts, and abilities playing their part in the body of Christ.
6. To see men and women further equipped and trained for ministry through holistic (head, heart, hands) training and growth.
7. For LCC Internships to be an environment where future leaders can discern a call to ministry within the local church.
8. To cultivate a community of grace where interns can grow and learn.
9. To see interns leave with a greater desire to love, serve, and lead within the local church.
10. To see interns become future ministry leaders, church planters, and pastors.

II. BENEFITS OF THE PROGRAM

Interns will be provided with valuable ministry experience and leadership training. Participation will give interns greater presence and responsibility in LCC ministries. Participation will strengthen an intern's resume as they pursue vocational ministry.

The internship may fulfill some educational requirements. The educational requirements will be reviewed and LCC will work with the corresponding university to comply with internship objectives for credit.

Eligibility and General Expectations

An individual must currently be enrolled in a college or university at the time of application. Priority goes to those currently in their junior or senior year. Interns must be aligned with the mission, values and doctrinal position of LowCountry Community Church.

Interns should be interested in vocational ministry, and will be expected to lead teams and develop leaders.

Interns are strongly encouraged to be in a mentoring relationship and a Life Group. Interns will provide their own laptop, smartphone and means of transportation.

III. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this internship the individual will be able to:

- A. Articulate the five core principles of LCC, that is based on the Purpose Driven Church.
- B. Identify and affirm gifts, strengths and vocational areas of ministry that are best suited for them.
- C. Adequately develop a budget for their respective department of ministry, and project forecast/systems for future ministry.
- D. Obtain practical experience that will prepare them for a long-term residency program/seminary/college focus and real world application experience.
- E. Grow in spiritual formation.
- F. Practice personal evangelism.
- G. Improve spiritual qualities and professional skills.
- H. Integrate theological training into the practice of ministry.
- I. Increase competencies in every dimension of ministry.
- J. Grow in interpersonal relationships and professional identity.

- K. Develop meaningful suggestions to areas of ministry that could be improved.
- L. Will have been exposed to and understand the cooperative mindsets with the host church in reaching common goals in church growth, evangelistic outreach, and world mission.

IV. OVERVIEW

The Krató Experience will immerse participants in the culture of LCC, draw out their hidden potential to become who they were created to be, and help them engage at a greater capacity.

Interns will spend approximately 50% of the internship rotating around and being hands-on, in each area of ministry at LCC and 50% with their intern class, learning and growing together.

Length Of Program: 9 weeks Summer Internship (May 28th – July 29th, 2018)

The Internship will consist of:

The Morning Five

Every Monday morning each intern will construct a 5-minute teaching on 1 verse, with 1 illustration, and 3 takeaways (this equaling 5). They then will get feedback from other interns and from a LCC staff member. This gives interns an opportunity to grow and develop their communication skills for the benefit of the class.

Taste n' See

On Tuesday mornings, interns arrive an hour before typical business hours for Taste n' See. It works on a 4-week rotation, where every week changes the primary activity: morning of worship, morning of prayer, a morning of breakfast or morning of scriptural study. We understand that different people connect to the Lord differently. Therefore, we wanted to give interns these opportunities to do so and to never get tired of the same 'ol same.

#WednesdayOnezies

The structure of #WednesdayOnezies is similar to that of a one-on-one and is flexible. These exists to ensure that interns are being invested into on a personal level. It allows time for the coordinator to evaluate the intern and set expectations for the coming week.

Stage Time

Every Thursday, interns come together for a teaching with an LCC staff member. The teachings revolve around different subjects, advice or departments within the church staff.

Throughout the course of The Krató Experience, interns will also receive several lessons on various “Practical Practices”. These range from topics such as personal finance, conflict/hard conversations, encouragement, strengths, etc.

MPT(our)

One day during The Krató Experience, all of the interns will be able to load up and go around the community to meet and learn more about our local mission partners.

The Video

The intern class creates a video for the upcoming class as an informational tool shown during orientation.

1. To help prepare the incoming class
2. A keepsake for the interns of the current class. The intern coordinator empowers certain creative interns to take charge in creating the video each semester.

Hang Time

The intern coordinator plans “outings” 3-4 times throughout the internship. These outings allow for interns to have a few hours of extracurricular activities paid for through the internship program. Interns are able to bond and unwind during this time and have fun with one another away from the office. (i.e: bowling, movie night, etc).

V. INTERNSHIP EXPERIENCE OUTLINE

Timeline

Orientation Week	
<i>Monday</i>	<ul style="list-style-type: none"> ● Move into host homes
<i>Tuesday</i>	<ul style="list-style-type: none"> ● Orientation ● LCC Tour ● All-Staff ● All staff Lunch Together ● Middle School Service
<i>Wednesday</i>	<ul style="list-style-type: none"> ● Connect Class ● Grow Class ● High School Service
<i>Thursday</i>	<ul style="list-style-type: none"> ● Serve Class ● Reach Class
Second Week	<ul style="list-style-type: none"> ● Ministry Departments Share Time ● Testimony Time ● Stage Time
Routine Weeks	<ul style="list-style-type: none"> ● Stage Time ● Taste and See

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VI. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings and lecture presentations (See Internship Experience Outline and 9-week course schedule)

B. Course Requirements Checklist

After reading the Syllabus and [Student Expectations](#), the student will complete the related checklist found in packet.

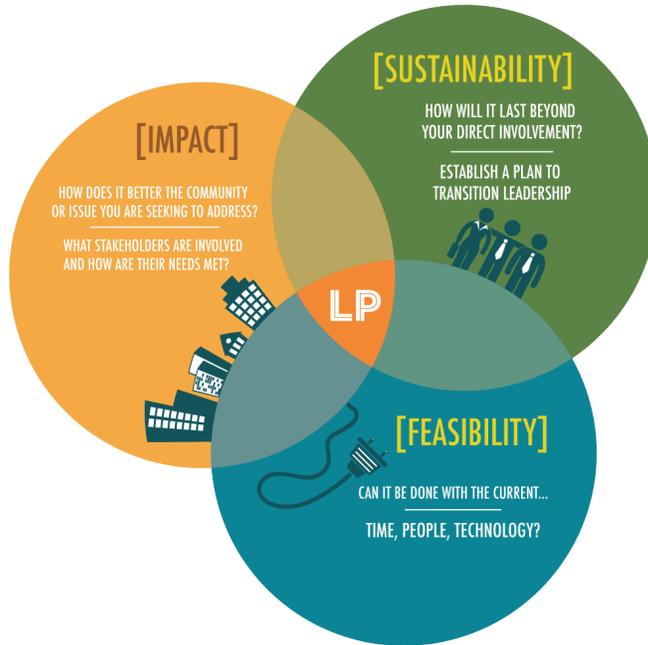
C. Internship Journal Entries

The intern is required to provide a thread in response to the provided prompt for each week. Each journal entry must be a min of 400 words and demonstrate course/experience related knowledge. In addition to the entry, the student is required to reply to 2 other intern entries. Each reply must be 200 words (Outcomes: A, B, C, D, E, F, G).

D. The Legacy Project

Each intern group will collectively develop, structure, strategize, and present a legacy project. The Legacy Project is designed to be a program/ministry that is self-sustaining, makes an impact in the community and has a feasible reach based on the criterion that is developed. The interns will have 3 checkpoints and a final presentation.

The intern will also include at least 4 tactics (1 one from each book) that practically applied to leadership and the project. (Outcomes: D, G, H, I, J, K L).



VII. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Internship Journal Entry (9 at 75 pts ea)	675
Legacy Project	
Part 1 Mid-point update	75
Part 2 Completion	275
Final Debrief	65
Total	1100

B. Scale

A = 1015-1100 A- = 996-1014 B+ = 977-995 B = 938-976 B- = 919-8937
 C+ = 900-919 C = 880-899 C- = 862-879 D+ = 843-861 D = 803-842
 D- = 784-802 F = 0-783

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor/program supervisor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor/program supervisor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the class will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Style Guidelines

All assignments for this course are to be formatted in accordance with the the latest edition of the Turabian style manual (*A Manual for Writers of Research Papers, Theses, and Dissertations*). Discussion assignments and essay examinations may use the parenthetical citation style. All other written assignments should use the footnote citation style. .

E. Extra Credit

No additional “for credit” assignments will be permitted beyond those given in the course requirements stated above.

F. Course Changes

Course requirements are subject to change by the administration of the LowCountry Community at any time with appropriate notice.

VIII. SOFTWARE AND PROGRAMS

Materials & Resources

At LCC, our systems work most efficiently on Apple products, however they are just as accessible on other platforms. Interns are expected to have the following resources:

- a. Smartphone
- b. Laptop

Programs & Systems Used

Over the course of The Internship, participants will be required to use certain programs and systems to ensure maximum efficiency while at work. These programs will give interns unfettered access, dependent on their assigned duties, to personal and confidential materials.

DropBox

A cloud file hosting service, we use it as a primary storage for all work files to reduce downtime should there be a local hardware failure. All files are labeled and structured well to increase productivity and efficiency.

GroupMe

GroupMe is a messaging app that allows for easy communication amongst the intern coordinator and interns. Within the app, interns are a part of two communication groups, Business & Casual. The Business group is for official communication while the Casual group is for everything else.

Favorites

Because honor is such an important part of the LCC's culture, interns fill out favorites forms that everyone can access (i.e: favorite snack, restaurant, t-shirt size, etc). This is a way for interns to honor one another with a gift.

Gifts

At the end of each semester, LCC presents the internship class with parting gifts.

Leading from Your Strengths

Interns will take a Leading from Your Strengths assessment to allow them to understand their strengths and gifts. These will be used throughout the internship.

IX. LOGISTICS

Intern Stay & Pay

Housing

We offer free housing to non-locals by providing host homes for them to stay in. We reach out to families within the church that are willing to house interns and provide housing this way.

Payment

Interns will receive a stipend of \$150.00 each week, and will be paid on the 1st and 15th of each month. This serves as a weekly stipend to offset living expenses (gas, food, etc.) We pay them under W-2.

Transportation

Interns are required to have the transportation to get to and from LCC.

X. PROGRAM STAFF

Intern Team

The Intern Team is comprised of a small number of LCC staff members who review applications and act as the primary advocates for the interns. The Intern Team meets on a regular basis to discuss the vision and direction of the Program, as well as discuss timely items related to the policy and procedures of the Program.

Internship Program Director

The Internship Program Director is responsible for the overall vision of the Program and ensuring that the Program stays consistent with its values. Also, the Director is available to the interns for any questions, comments and concerns.

XI. APPLICATION PROCESS

Applications will be available at online at LowCountry Community Church's website lowcountrycc.org/internship. **The submission deadline is Sunday, February 28, 2018.**

Applicants are encouraged to be prayerful in consideration of the opportunity to participate in this internship. It may be helpful to get away from current responsibilities for a day or two to prayerfully ask, "Is this internship right for me—right now?"

- A. Interns will be chosen by the end of March. LCC's Intern Team approves the hire of interns based on the qualifications as aforementioned in section _____.
- B. Fill out the Internship Application at lowcountrycc.org/internships
- C. Attach a resume to the application before you submit it by February 28, 2018.
- D. **If applying for a Worship Internship, include a video of you leading worship/playing.*
- E. **If applying for the Video Team, a video reel is required*

LCC will review your application and should a decision be made to pursue an applicant for an internship, an interview will be scheduled.

When an applicant has been selected for an internship, verbal and written notification will be given to the selected participant.

Acceptance:

After these documents are submitted to LCC, the applicant can expect to receive a call within two weeks to discuss their application. Accepted applicants will meet with their Internship Director to discuss the intern's goals as well as LCC's expectations for interns.

Interns are not guaranteed a staff position upon the completion of their internship and internships may be terminated at any time if it is deemed to be no longer mutually beneficial. Please see the Internship Covenant for further expectations of mentors and interns.

XII. INTERNSHIP COVENANT

As an intern of LowCountry Community Church I agree to the following Code of Conduct.

One of the primary goals of the Internship is to ensure growth and development of Christian character in line with biblical principles. As an intern of LowCountry Church, you are expected to live in such a manner that brings glory to Christ in your behavior and attitude both in and outside of the class and church settings. Therefore, you are expected to:

- Abstain from biblically immoral practices including: drunkenness, stealing, slanderous or profane language, dishonesty, occult practices and sexual sins (premarital sex, adultery and homosexuality) or any other behavior that is considered detrimental to Christian character and witness.
- Avoid bad attitudes (such as jealousy, pride, bitterness, greed, needless anger and discrimination) and behavior (such as gossip, divisiveness and complaining) that disrupts the unity and health of the internship team or church.
- Submit to the designated leadership and graciously receive correction.
- Abstain from alcohol or smoking of any substances.
- Abstain from attending bars, including bars within restaurants.
- Adhere to the personal appearance guidelines in LCC handbook.
- Never be alone with someone of the opposite sex at any time (unless married).
- Follow the policies and guidelines in this handbook.

Additionally, I agree and understand what it means to be a Member of LowCountry Community Church

(Doctrinal statements)

1. I am a Christian who has been saved from my sins by the grace of Jesus Christ. I have been baptized to give testimony of my identification with the body of Christ and obedience to the Scriptures.

2. I have read and understand the LCC doctrinal statement and by-laws and agree to not be divisive to its teaching and content. I also understand the importance of submission to church leadership and will be diligent to preserve unity and peace (Hebrews 13:7, 17; Ephesians 4:1-3).

By signing below, I'm indicating that I understand that if my character is exposed in a way that is harmful to LowCountry Community Church and/or the reputation of Christ in this community, or if I am unable to conduct myself in accord with the code of conduct above this could be considered grounds for dismissal from my employment/internship with LowCountry Community Church.

Signature: _____

Date: _____