

**LOWCOUNTRY
COMMUNITY CHURCH**

INTERNSHIP HANDBOOK

A Guide for Prospective & Current Interns

Welcome to LowCountry Community Church's Internship Program. 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 said: to rise and go. We want nothing more than to help propel individuals into the 21st century society equipped to change it, to be trendsetters in the name of Jesus, and culture shifters who take the Gospel and share it.

We guarantee 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 life in something with a local, national, and global impact.

I. PROGRAM PHILOSOPHY

Vision

LCC's Internship Program is 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 represented at LowCountry Community Church, in turn better versing them to serve the church body.

Objectives

There are four main objectives to the internship:

1. To expose the interns to the "behind-the-scenes" life and culture of LowCountry Community Church—inclusive of the purpose, the foundations, the philosophy, and the practices of LCC.

2. To prepare interns with real-life ministry experience and provide an environment to explore and discover their spiritual gifts and callings.
3. To educate the intern in the best practices and recent topics in ministry.
4. To allow the interns to 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, and hands) training and growth.
7. For the internship 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 a greater presence and responsibility in LowCountry Community Church's ministries. Participation will strengthen interns' resumes as they pursue vocational ministry.

The internship may fulfill some educational requirements. The educational requirements will be reviewed, and the church 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 and be interested in vocational ministry.
- Interns will be expected to lead teams and develop leaders.
- Interns are strongly encouraged to be in a mentoring relationship and a group.

III. MEASURABLE LEARNING OUTCOMES

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

1. Articulate the five core principles of LCC, which are based on the Purpose Driven Church.
2. Identify and affirm gifts, strengths, and vocational areas of ministry that are best suited for them.
3. Adequately develop a budget for their respective department of ministry and project forecast/systems for future ministry.
4. Obtain practical experience that will prepare them for a long-term residency program/seminary/college focus and real-world application experience.
5. Grow in spiritual formation.
6. Practice personal evangelism.
7. Improve spiritual qualities and professional skills.
8. Integrate theological training into the practice of ministry.
9. Increase competencies in every dimension of ministry.
10. Grow in interpersonal relationships and professional identity.
11. Develop meaningful suggestions to areas of ministry that could be improved.
12. Be exposed to and understand the cooperative attitudes with the host church in reaching common goals in church growth, evangelistic outreach, and world mission.

IV. OVERVIEW

The LCC Internship Program will immerse participants in the culture of LCC over the course of nine weeks during the summer, 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 through departments and being hands on and the other 50% with their intern class: learning, being developed, and growing together.

The internship will consist of:

The Morning Five

Every Monday morning, each intern will construct a five-minute teaching on one Bible verse consisting of one illustration and three takeaways. They will get feedback from other interns and a LCC staff member. This will give interns an opportunity to grow and develop their communication skills for the benefit of the class.

Taste & See

On Tuesday mornings, interns arrive a hour before typical business hours. Taste & See works on a four-week rotation, every week changing the primary activity and rotating through staff members: 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 exist to ensure that interns are being invested into on a personal level. It allows time for the director and coordinator to evaluate the intern, set expectations for the coming week, and feed into the intern's spiritual growth.

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.

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Throughout the course of the internship, interns will also receive several lessons on various "practical practices." These could range from topics such as personal finance, conflict/hard conversations, encouragement, and strengths in the church and can occur at any time throughout the program.

MPT(our)

One day during the internship, all of the interns will be able to 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. The video will help prepare the incoming class, and will be 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 and director plans three to four outings 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

Orientation Week	
<i>Monday</i>	Move into Host Homes
<i>Tuesday</i>	Orientation LCC Tour All-Staff Meeting and Lunch Middle School Service
<i>Wednesday</i>	Connect Class Grow Class High School Service
<i>Thursday</i>	Serve Class Reach Class
Second Week	MPT(our) Testimony Time
Regular Week	Staff Prayer Department Rotations Stage Time Taste & See Morning Five #WednesdayOnezies p ²

VI. COURSE REQUIREMENTS AND ASSIGNMENTS

Readings

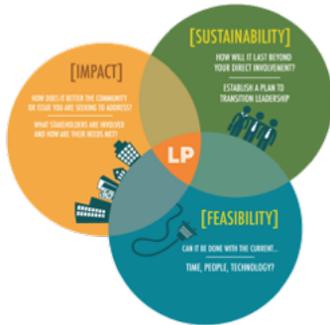
Textbook readings, responses/presentations, and group discussion will be required throughout the program. (See *The Internship Schedule and Course Outline*)

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 minimum of 400 words and should demonstrate course/experience related knowledge. In addition to the entry, the student is required to reply to two other intern entries. Each reply must be 200 words. (Outcomes: A,B,C,D,E,F,G)

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 multiple checkpoints and a final presentation.



VII. COURSE REQUIREMENTS AND ASSIGNMENTS

Points

Course Requirements Checklist	10
Internship Journal Entries	675 (9 Entries @ 75 Pts)
Legacy Project	
PART 1 Mid-Point Review	75
PART 2 Completion	275
Final Debrief	65
	TOTAL 1100

Scale

A = 1015-1100 A- = 996-1014 B+ = 977-995 B = 938-976 B- = 919-937 C+ = 900-918
 C = 880-899 C- = 862-879 D+ = 843-861 D = 803-842 D- = 784-802 F = 0-783

Late Policy Assignment

If the student is unable to complete an assignment on time, then he or she must contact the intern director or coordinator immediately by email.

Assignments that are submitted after the due date without prior approval from the intern director or coordinator 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 after two weeks late will not be accepted.

Special circumstances (death in the family, personal health issues, etc.) will be reviewed by the intern director and coordinator.

Style Guidelines

All assignments for this course are to be formatted in accordance with 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.

Extra Credit

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

Course Changes

Course requirements are subject to change by the administration of LowCountry Community Church 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:

1. Smart phone
2. 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.

Google Drive

Google Drive is the primary storage for all work files to reduce downtime should there be a local hardware failure. All files are labeled and structured to increase productivity and efficiency.

GroupMe

GroupMe is a messaging app that allows for easy communication amongst the intern coordinator and director with the interns. Within the app, interns are a part of two communication groups: business and casual. The business group is for official communication, and the casual group is for everything else.

IX. LOGISTICS

Housing

LowCountry Community Church offers free housing to all non-local interns by providing host homes for them to stay in throughout the duration of the internship. We reach out to families within the church that are willing to house interns as outlined in the Intern Housing Contract.

Payment

Interns will receive a stipend of \$150 each week to offset living expenses (gas, food, etc.). They will be paid under a W-2 on the 15th and 30th/31st of each month.

Transportation

Although it is highly recommended, interns are not required to have their own car but must have transportation to get to and from LowCountry Community Church each day.

X. PROGRAM STAFF

Internship Program Director & Coordinator

The internship program director & coordinator are responsible for the overall vision of the program and ensuring that the program stays consistent with its values. They are available to the interns for any questions, comments, and concerns.

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.

XI. APPLICATION PROCESS

Applying

Applications are available at the church and on the LowCountry Community Church website at lowcountrycc.org/interns.

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 and prayerfully ask, “Is this internship right for me—right now?”

Fill out the application, attach a resume, and submit prior to the deadline. After these documents are submitted to LCC, the applicant can expect to receive a call within two weeks to discuss their application.

Acceptance

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

Interns will be chosen by the end of March. LCC’s Intern Team approves the hire of interns based on their qualifications. When an applicant has been selected for an internship, verbal and written notification will be given to the selected participant. Accepted applicants will meet with the 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 Community 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, 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.
- Submit to the designated leadership and graciously receive correction.
- Abstain from alcohol or smoking of any substances.
- Abstain from attending bars. This includes bars within restaurants (eating at the restaurant is fine but abstain from sitting at the bar).
- Never go offsite alone with someone of the opposite sex.
- Adhere to the personal appearance guidelines in the “LCC Handbook.”
- Follow all policies and guidelines outlined in this handbook and the Intern Housing Contract
- 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.

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

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 LowCountry Community Church’s Statement of Faith 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 Internship Covenant above this could be considered grounds for dismissal from my employment/internship with LowCountry Community Church.

Intern Printed Name: _____

Intern Signature: _____

Date: _____