



Ministry Internship Policy
(adopted 4-2018)

Rationale

We believe the ministries of VCC should be building the Kingdom of God, including investing in and raising up new leaders; and as our ministries grow and develop, time commitments on volunteer leadership increases. In order to provide an individual with the opportunity for ministry training and experience, and to provide additional resources for ministries to flourish, VCC has Ministry Internship opportunities.

Purpose

The purpose of the Ministry Internship is twofold:

1. to provide the intern with practical training through experience and supervision
2. to provide our ministries with additional leadership and manpower

General Position Description

- The intern shall hold a Ministry Internship position at Victor Community Church for a specified time frame. Their schedule should remain flexible enough to accommodate all major ministry activities.
- They shall be accountable to the pastor and elders, and shall meet regularly with the pastor (or designated staff person) for training, planning and evaluation.
- They shall develop, coordinate and carry out a focused ministry project. This shall include goal setting, choosing materials, recruiting staff and evaluating progress.
- They shall assist the staff in various aspects of ministry, and seek to involve themselves in ministries based on their interest and gifting.
- They shall maintain a daily time of personal Bible study and prayer.
- They shall complete all reading, study and documentation assignments.
- They shall submit a final report to the pastor and elders for mutual evaluation.

Qualifications and Information

- The intern shall have completed at least one year of college (or equivalent) prior to the internship.
- The intern shall be investigating and/or anticipating vocational ministry.
- The intern shall be selected after completion of an application and interview with the pastor and elders.
- The intern shall be reimbursed for ministry expenses per established policy.
- The intern may receive educational credit as determined by their school.
- The intern may receive compensation as determined by the elders.



**VICTOR
COMMUNITY
CHURCH**

Ministry Internship Application

(use a separate sheet if necessary, also please include resume')

Name _____ Birthdate _____
Address _____ Phone # _____
City, state, zip _____ email _____
School, occupation, and/or employer _____

Please give a testimony of your relationship with God, including how it began:

Have you served in ministry previously? (if so, where & when)

Why do you desire to serve as an intern?

What areas of ministry do you expect to be a part of?

What aspects of your personal ministry do you want to investigate and develop?

What is your availability for meetings, events, etc?

Have you read and do you agree with the Ministry Internship Overview?

What might an internship at VCC look like? Check out these areas of ministry ...

KIDS MINISTRY (newborn - grade 5)

The Kids Ministry Summer Intern will aid in the planning, preparation, and execution of Sunday morning children's programming, Victor Kids Camp (VBS), and other special events as needed.

- Participate in the preparation of curriculum, activities, etc. for Sunday morning programming
- Teach at one weekly children's ministry program each Sunday
- Participate in the preparation of curriculum, décor, and material for Kids Camp (VBS)
- Serve as a co-director and station leader for Kids Camp (VBS)
- Assist the Kids Ministry team in special projects, events, and other tasks related to ministry

YOUTH (grades 6-12)

- Minimum 10 hours per week
- Semester will consist of September through mid June or June through August
- Assist the Youth Ministry Team in nurturing the spiritual development of students
- Lead a small group with Junior or Senior High students.
- Assist with Junior and Senior High youth programs.
- Assist with planning and implementation of special youth events.
- Meet with Youth Pastor weekly for prayer and planning
- Attend one of the Sunday morning worship services weekly

Youth Ministry Internship Could Include:

- Develop plans (sermon series, games, etc.) for the Sunday night Youth Group
- Give a message for Sunday night Youth Group
- Lead a midweek Bible Study
- Develop a new one-time outreach or service event
- Develop a new program within the Youth Ministry for spiritual growth/outreach
- Assist with social media correspondence, posts, and updates.
- Assist with communication to parents and students
- Assist with administrative tasks for the Youth Ministry.

WORSHIP MINISTRY

We offer a practical internship to those considering worship ministries as a vocation. We provide an environment to learn musicianship, song leading, worship, A/V production, and biblical theology of worship.

- VCC worship internships are year-long internships during the standard academic year
- Worship internships will require of the intern a minimum of 15 hours a week
- Worship interns will serve 2 Sunday mornings a month
- Worship interns will participate in all rehearsals they are scheduled for
- Worship interns will serve at either our Christmas Eve services OR our Good Friday/Easter services.
- Worship interns will be given responsibility over one part of VCC worship ministries during their time here. They will be responsible to build team members, improve functionality, further worship vision, develop systems, and nurture current team leader or establish successor in that area. This could include youth or children's worship, any of our A/V productions, graphic design, a special service or event, administration within worship ministries, etc.
- Worship interns will have reading/video assignments and will be asked to share their observations with the worship director in a one-on-one or small group format. The following are a few examples of those types of materials:

Books like: How to Worship a King, The Unquenchable Worshipper, Worship Matters
Videos from: Churchfront with Jake Gosselin, Worship Tutorials

ADULT MINISTRY

An Intern in adult ministries could participate in a number of different ways, depending on their interests, gifting and availability:

- minimum of 10 hours per week
- assist/lead in our small groups ministry
- take on a particular ministry focus project (ie. assimilation, discipleship, missions, etc)
- teach in various settings
- assist/lead in areas of communication, social media, technology, graphic design, etc.

