

# CityView Church Internship Handbook

## **Mission**

CityView exists to help people belong in community, believe in Jesus and become who God has called them to be.

## **Vision**

Be a thriving church, full of thriving lives, leaving legacies.

## **Purpose of Internships at CityView**

The CityView Internship Program exists to prepare, equip, and inspire leaders for long term, high impact ministry. Through coaching, training, and hands-on experiences, interns can expect to learn how to make decisions, define and solve problems, recognize and manage tensions of ministry and practically apply leadership skills in the context of church ministry.

## **What to expect...**

- experience God and see Him move
- a platform to test your talents, gifts and skills
- a place to be coached
- stretching and growing
- make an impact
- prepare for greater ministry impact
- build life-long friendships
- able to answer the questions, “What is God calling me to do next?” and even, “Am I called into ministry?”

# Qualifications & Expectations

## Qualifications

- Complete Internship Interview Process (internship application, pre-assessment form, interview)
- Baptized Follower of Jesus
- Be an active Team Member of CityView
- Invest financially in the mission at CityView
- Christlike example on campus, off campus and online

## Expectations

- Attend Sunday services at CityView
- Serve on a Team at CityView (potentially lead a team)
- Read (or listen to) books and discuss with mentor (see book list)
- Attend monthly staff meetings and weekly meetings that are applicable to the intern's focus area
- Connect monthly or bi-weekly with your mentor(s)
- Attend Join the Team Weekend (if you haven't already)
- Use calendar, email, Microsoft Teams and Planning Center apps for communication and scheduling

## A Successful Intern Is and Does Things Such As...

- Honor your time and the time of others
- Spend time with God, not just time working for God
- Be teachable and respect church leadership
- Ask a lot of questions
- Use your God-given talents for ministry
- Explore new areas of leadership and ministry
- Make mistakes and growing through them
- Be flexible and have a great attitude

# Time Commitment

The three different levels of internships each give different kinds of experience and exposure.

## Discovery (Part-Time)

The **Discovery** internship is perfect for someone who wants to see what ministry is really like, get to see what it's like to work at a church, and even get an up close look at a specific area of ministry without investing more than 12 hours a week.

### 15-20 hours a week

- 3-4 hours in focus area/ministry
- 1-2 hours in meetings
- 1-2 hours in weekend/evening events
- 2-3 hours on a Sunday
- In the office 2 days per week

## Exploration (Part-Time)

The **Exploration** internship is for the person who has some ministry experience and is seriously considering serving in full time ministry in the future. This person will invest more hours into a specific area and also be able to participate in additional meetings and inner workings of the church. The time commitment goes up at this level but so does the return on investment.

### 20-25 hours a week

- 4-5 hours in focus area/ministry
- 1-2 hours of general ministry
- 2-3 hours in meetings
- 2-3 hours in weekend/evening events
- 3-4 hours on a Sunday
- In the office 2-3 days per week

## Immersion (Full-Time)

The **Full Immersion** internship is for the person who is ready to be trained for full time ministry but wants the freedom and opportunities that only an internship offers. This experience gives intensive training and no shortage of real-life opportunities to put that training into practice. The feedback and growth plans involved in the full immersion experience is a fast track for becoming a full time ministry staff member at a church, ministry or non-profit in the future.

### 30-35 hours a week

- 10-12 hours in focus area/ministry
- 5-7 hours in general areas/ministry
- 3-4 hours in meetings
- 4-6 hours on weekend/evening events
- 4-6 hours on a Sunday
- In the office 3-4 days per week

# Growth & Development

All interns will go through an intentional plan of growth and development. This will include but not be limited to 1 on 1's with your mentor, growth plans focused on specific skills and competencies, feedback sessions, and reading and discussing books.

## Books to Read

Some books are read on your own, some books you walk through with your mentor. Here's a working list of books that CityView interns learn from.

- General
  - Emotionally Healthy Spirituality Day by Day Devotional - Peter Scazzero
  - Love Does - Bob Goff
  - Deep & Wide - Andy Stanley
  - Winning the War in Your mind – Craig Groeschel
  - A Praying Life - Paul Miller
  - Start with Why - Simon Sinek
  
- Ministry & Pastoral
  - Is God Calling Me? - Jeff Iorg
  - Rooted – Banning Liebscher
  - 7 Practices of Effective Ministry - Andy Stanley
  - In the Name of Jesus – Henri Nouwen
  - The Imperfect Pastor – Zack Eswine
  - Sticky Church – Larry Osborne
  
- Leadership
  - Leading Others – Mac Lake
  - Leading Leaders – Mac Lake
  - Leading a Department – Mac Lake
  - Boundaries for Leaders - Henry Cloud
  - 5 Dysfunctions of a Team - Patrick Lencioni
  - Developing Female Leaders - Kadi Cole
  - Hospitable Leader - Terry Smith
  - Designed to Lead - Eric Geiger
  - Leadership Pain - Sam Chand
  
- Communication
  - Communicating for Change - Andy Stanley
  - Preaching - Timothy Keller
  - Rethink Communication – Phil Bowdle

## How many books am I expected to read?

- **12 month Internship:** 5-7 books
- **6 month Internship:** 3 books
- **Summer or Semester Internship:** 1-2 books



# Intern Roles

What areas are available for interns? What exactly can I expect to be doing? We want each internship to be a customized experience, however, we would have the same questions! So, check out the lists below to get to a basic idea of available intern roles and even some real tasks that interns can expect to be involved in.

## CITYKIDS

- Help lead in our Sunday services
- Research learning and fun activities for kids ministry
- Organize and provide curriculum for Team Members to effectively use
- Plan and help execute kids and family events
- Evaluate ministry practices and events
- Assist with training and on-boarding new Team Members
- Assist with volunteer communication

## CITYVIEW YOUTH

- Plan, coordinate, and execute youth events
- Plan and coordinate summer camp
- Evaluate ministry practices and events
- Assist with the leading and caring for CityView Youth adult leaders
- Develop and lead a group of students to serve on Sundays
- Maintain database of leaders and students
- Brainstorm future teaching topics and series
- Share a short devotional or message from stage on a Sunday evening

## WORSHIP

- Lead worship alongside worship leaders at our various campuses
- Receive leadership and talent development from our worship team
- Put a Sunday service together in Planning Center
- Schedule Team Members in Planning Center
- Put together an intentional Sunday worship Playlist
- Help campus worship leader with daily responsibilities
- Be involved with worship experience and run-through

## PRODUCTION

- Work with production team members
- Assist with back-stage production
- Research materials for creative elements
- Research new software, hardware and components for improved production
- Assist the on-campus producer for Sunday experiences
- Assist with technical AV aspects on campus each Sunday
- Assist with upgrades and installs

## **CREATIVE**

- Create graphics for special events
- Research new software, hardware and components for improved creative deliverables including photos, videos, social posts, etc.
- Take pictures or record video of events or Sunday experiences
- Do regular maintenance and updates on website and app
- Produce simple videos for promoting events and next steps on social media
- Help generate ideas for social media posts
- Assist with environments for special events and holidays

## **PASTORAL**

- Develop a process that helps the unchurched get connected in the church
- Coach a group of Small Group leaders, helping them troubleshoot problems and strategize next steps for their group
- Plan, strategize and execute a ministry or church-wide event
- Lead a staff meeting or a team meeting
- Create "wow" moments for the guests who walk through the church doors
- Get trained in the "triage method" of pastoral care
- Lead a Belong Group and train a co-leader
- Work with our Care Ministry that help people work through sickness, loss, divorce, addiction, marital challenges, and struggles with mental illness

## **OUTREACH/MISSIONS**

- Work alongside outreach partners and volunteers
- Help prepare for and/or lead a mission trip
- Connect with and advocate for missions or outreach partners (local and global)
- Help prepare for and lead outreach events
- Take part in strategy and planning meetings
- Share needs and prayer requests from missions and outreach partners with the CityView Prayer team
- Identify new opportunities to serve
- Evaluate strategy and effectiveness of different outreaches and missions

# CityView Intern Agreement

The purpose of the CityView Internship Program is to prepare, equip, and inspire leaders for long term, high-impact, ministry. Through coaching, training, and experiences, interns learn to make decisions, define processes and practically apply leadership skills in ministry.

As an intern, you will be given many of the same honor and privileges of our CityView staff members. So we ask that you approach your commitment here with responsibility, professionalism and respect.

## THE STRATEGY

1. Coaching (through 1 on 1's, book discussions, team meetings, spiritual mentorship)
2. Experience (through practical and hands-on day-to-day, season-to-season ministry)
3. Feedback (honest and real-time feedback for the purpose of getting better)

## THE COMMITMENT + DURATION

- Office Hours
- Mentoring Meetings
- Sunday Hours
- Evening Meetings and Weekend/Event Hours
- Committed Length of the Internship (Example: Summer, Semester, 6-months or 12-months, etc.)

## THE RUBRIC

The best thing CityView can give you at the end of your internship, along with a certificate of achievement and support with resume building, is a stellar recommendation to your potential future employer. The final score at the end of your internship will determine the kind of recommendation you get from us.

**A score of 4-5** awards you with a certificate of completion and proactive referrals to partner churches.

**A score of 3** awards you with a certificate of completion and passive referrals to churches who ask for one.

**A score of 1-2** awards you with no certificate of completion and we will not refer you.

As CityView Intern, I understand the above terms and expectations and will do my best to uphold them!

You will acknowledge understanding and agreement to this CityView Internship Handbook and Agreement in the Internship Application:

<https://www.cityviewphx.com/internships>