



# YOUTH INTERNSHIP PROGRAM

## LEADERS HANDBOOK

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## THE PURPOSE OF THE INTERNSHIP

The Victory Life Kids Youth Internship is designed for 5<sup>th</sup> grade through 12<sup>th</sup> grade students who desire to learn, grow, and serve God. This internship provides them with many opportunities that they may not find elsewhere due to age and inexperience - opportunities to teach, train, lead, and do some mentoring of their own. Along the way they will not only receive hands on training and experience in ministry, but they will develop lasting relationships with other like-minded Christian young people. Most teens are trying to discover who they are and what God created them to do. The VK Youth Internship is an invaluable tool in helping them discover and become who they have been created to be.

### ***Nothing teaches like teaching***

This principal applies not only to the teens in this internship but also to the adults leading the internship. As a leader of this program you have the opportunity to mentor these teenagers in an amazing and life changing way, but the growth and experience you will gain by leading these young leaders is incredible!

## INTERNSHIP LEADER - JOB DESCRIPTION

- Mentor the interns and provide a Godly example of a Christian.
- Lead the interns in serving within the children's ministry
  - Explore creative and fun ways of leading your interns while they lead the children.
- Collaborate with the local children's ministry leader/pastor and look for ways the internship can best serve the kids ministry.
- Create opportunities for the interns to work together in ministry both inside the church (services) and outside the church (community outreach)
- Set aside time to lead the Interns in prayer and devotionals, especially before events they are serving in.
- Manage the Internship schedule
- Give or arrange any necessary training for the Interns

## QUALIFICATIONS TO BE AN INTERN

- All interns must be fifth grade and above.
- Must be a born-again believer.
- Interns must be the example for all children to follow. Ex: behavior, following rules, respectful, good listener.
- Interns must attend VLC.
- Must have a *desire* to grow in the Lord.
- Must have a *desire* to serve.
- Prospective interns must attend three practices/meetings and shadow three Victory Kids services before being allowed to become an intern. Shadowing a current intern will help them learn and evaluate whether the internship is right for them.
- All interns are graded each service on behavior, job performance, teamwork, etc. This allows the internship leadership to track progress and accountability. Once the three-week window of shadowing ends and prospective interns have maintained a passing grade during scheduled service times, they will become a full-fledged intern, ready to serve.

Prospective interns have the option not to continue during their time of shadowing and evaluating without repercussion. Each prospective intern is valuable and important and has a call of God upon their life. It is important to encourage them, even if, at the end of the training process, the prospect determines the intern program is not a good fit.

## QUALIFICATIONS TO BE A SENIOR INTERN

- Must be an intern for at least six months before applying.
- Quality of work and leadership capabilities must be proven.
- Must maintain an intern average of 90 or above.
- Must have reputation of being a good example to kids and their peers.
- Must display an aptitude for positive leadership.
- Must be willing to learn different aspects of leadership, including but not limited to:
  1. A greater degree of responsibility.
  2. A greater degree of accountability.
  3. Handling the attitudes of others with grace and NOT retaliation.
  4. Knowing when to ask for help from small and large group leaders.
  5. Must be a student of God's Word. As a church, we value the Word, as it is one of our core values. God reveals Himself through Jesus, the Living Word through His written Word.
- Keeping an open line of communication regarding frustrations and needs instead of internalizing. This point needs to be shared each Wednesday prior to meetings.
- The most important part of this application is the referral process. To become a Senior Intern, you must obtain a referral from four people. Examples include:
  1. Parent or guardian
  2. Teacher in children's church
  3. Current Senior Intern
  4. Another referral of choice

Prospective Senior Interns must have each reference explain why they believe the applicant would be an asset as a senior intern. All relevant paperwork must be signed and dated prior to being given to the Intern Leader.

## EXPECTATIONS FOR INTERNS

### **COMMITMENT LENGTH**

The internship is a school-year (September-May) commitment and interns are required to serve in kids ministry as part of a team. A summer internship (June-August) is also available for those who wish to continue throughout the summer months.

### **ARRIVAL TIME FOR SERVICES**

Interns are expected to arrive 30 minutes before service to allow time for final service preparations and a huddle with their team.

### **TEAM MEETINGS**

The team will meet on Wednesdays for 45 minutes each week. If the meeting must be changed due to other activities, the intern leader will inform interns and families ahead of time through social media as well as GroupMe.

### **SPECIAL EVENTS**

Special events occur throughout the year. Strategic planning and teamwork are essential for success. VLC hosts multiple "all-hands-on-deck" events throughout the year, and as a church, it takes each of us to lead with excellence. Some of the events interns can serve in include but are not limited to:

- Serve Day
- Student takeover
- Jubilee
- Life group launch's

### **INTERN TAKOVER SERVICE**

Anytime there is a fifth Sunday in a month, kids services are developed and ran solely by interns and the program leaders. The Interns are responsible for the entire kid's service. The only aspect of fifth Sunday conducted by adults is overseeing the check-in and check-out of children and dealing with any disciplinary issues.

## ATTENDANCE REQUIREMENTS

On Wednesday evenings, interns must either attend their own class/service. It is important for the interns to have this time to receive so that they can minister out of the overflow of God in their life. This is essential in keeping the interns walk with God healthy and preventing burnout.

If an intern cannot attend a service, they are required to let their leader know so that the absence may be excused. Family is a Victory Life Church core value. If an intern must be absent due to a family or school event, they will always be excused. However, notifying the Intern Leader is still required.

If an intern fails to notify their leader of an absence it will be recorded as an unexcused absence. 3 unexcused absences will result in intern probation. The internship is a privilege and a commitment. As a church, Integrity is one of our core values. We must commit to keeping our word and commitments as leaders.

## SCHEDULING

Interns will be scheduled to serve via PCO. Interns are expected to Accept/Decline within a week of receiving an invite. If declining Interns must give a reason for the absence to be excused.

## DRESS CODE

- Victory Life Kids T-shirt is required when serving
- Intern lanyard must be worn.
- PCO name tag must be on upper left shoulder as a good example to the children.
- Jeans, khakis, modest shorts and skirts are acceptable.

## CODE OF CODUCT

As a church, the culture we abide by at VLC revolves around a set of core values.

- The Word
- Integrity
- Family
- Relationship
- Generational
- Generosity

As leaders, the culture we desire to attain:

- Unity
- Honor
- Trust

The intern program does not tolerate degrading one another or gossip of any kind. We have unity because we are a team. We will win as a team and lose as a team. We have no superstars. This does not mean that we do not have leaders. It means that we are not here to show off.

**UNITY** We are united by purpose. We have chosen to put our egos aside and work together to make Victory Kids a place where children can be safe, have fun and connect with God and develop relationship in the Church. We are committed to doing our part in “Building healthy churches that are growing people in Christ.”

**HONOR** We have honor, because we respect the gifts each person brings to the table. We don’t try to make someone something they are not, rather we help them explore who God has created them to be. We are for each other!

**TRUST** We have trust, because we know that we have each other’s backs. We are quick to help rather than quick to judge. We hold one other accountable. We tell the truth in loving ways. Because we really care about each other, we value each other. At the heart of interns, we are family! It really is all about relationship. Cultivating a solid relationship built on unity, honor, and trust makes interns a sustainable and successful program.



## INTERN CLASSROOM DUTIES

There are a wide variety of tasks and areas within the kid's ministry that Interns have the opportunity to serve in.

### **Check-In**

- Welcome the kids into class, generate excitement (High 5's etc.).
- Put their second tag on the sticker sheet
- Confirm the kids have their first tag on their left shoulder
- Give the kids a team number sticker to place on their badge

### **Set the stage for excellence**

- **Pre-Class**
  - Insure the classroom is clean and straightened
  - Insure that the room smells good
  - Insure bathrooms are clean and smell nice.
  - Insure the lights and sound are at the appropriate levels to receive the kids
  - Any pre-class activity items are placed and ready (coloring pages, toys etc.)
- **Post Class**
  - Insure the classroom is cleaned and straightened
  - Everything is put away.

### **Connectors**

- Engage kids in conversation.
- Connect the kids with other kids, help them create relationship.
- Create an excited and fun atmosphere

### **Section Leaders**

- "Own" a section of the kids.
- Lead them in responding appropriately to classroom activities by encouraging them and generating healthy competition with other teams and section leaders.
  - Excited at the open
  - Engaged during welcome
  - Engaged during worship
- Be careful to never distract from what is being taught – the goal is to bring focus to the "stage" not to yourself.

### **Small group leader**

- Lead a small group of kids in discussion surrounding the lesson.
- Connect with them and their struggles/wins
- Pray with them.
- If there is altar time, be engaged and praying with the children.

### **Kids security**

- Keep the kids safe.
  - Watch for and prevent accidents before they happen.
  - For classrooms with external restrooms, insure the restrooms are empty before sending a child in (*never* be IN the restroom with a child)
  - Insure that hallway is clear of anyone not authorized to be there.
- Communicate with leaders and adult security
  - If you see something suspicious, report it, don't take action. You are the eyes and ears, not the hands and feet!
- Hospitality
  - Be kind, cheerful and welcoming. Keeping thing secure and safe doesn't mean be intimidating or bossy.

### **Tech Ops**

*Tech Ops are always under cover. When they do their job right, the audience doesn't even realize they're in the room. Be careful not to blow your cover!*

- Run sound, lights and ProPresenter
  - Start-up/shut down media
  - Insure before the kids arrive that the atmosphere is set.
  - Insure that the batteries in the microphones are charged up and ready to go.
  - Pay close attention to the stage, listen for verbal clues that the presenter/teacher is moving to another slide or segment.
  - Insure that electronic equipment is well taken care of.
  - *Never* update or modify computer hardware or software.

## INTERN COACHING FORM

### Type of Warning

- ☐ First Warning
- ☐ Second Warning
- ☐ Third Warning

### Offenses

- ☐ Talking during teaching
- ☐ Using Smart Phone
- ☐ Not interacting with the kids
- ☐ Failing to complete job
- ☐ Refusing to submit to leader
- ☐ Being a bad example to the kids.
- ☐ Other \_\_\_\_\_

### Description of what happened:

### Plan for Improvement:

### Consequences of Further Write- ups:

*By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your leader have discussed the warning and a plan for improvement. Signing this form does not necessarily mean that you agree with why you received this warning.*

Intern Signature

Date

Intern leader Signature

Date

Senior Intern Signature

Date

## VK YOUTH INTERN APPLICATION



Victory Life Kid's ministry offers the opportunity for kids in fifth grade to youth (12-18yrs) who have demonstrated leadership ability and servanthood to become part of Victory Kids INTERNS.

*Luke 22:26: Jesus said, "But among you, the one who serves you best will be your leader. Out in the world the master sits at the table and is served by his servants. But not here! For I AM among you serving."*

The interns will benefit from training to become servant-style leaders. They will learn:

- Self-discipline
- To develop their gifts and talents for use in service to God and people.
- To serve in all aspects of children's church.
- Through practical hands-on experience working in classrooms and large group.
- Interpersonal skills

### **VK - Youth Intern Qualifications:**

- Willingness to be trained
- Obedience to leaders
- Attend practices and specialty workshops
- Behave in a Godly manner
- Dress modestly
- Attend regularly scheduled meetings

Parents are vital to the success of the Internship. We ask that you to partner with the Interns and their leaders and support their heart to serve. We are excited about the desire of your young person to serve and pray you are excited as well.

This commitment form is to inform you as a parent what is expected in the Victory Kids INTERN program. We realize it takes faithful and committed parents to ensure interns arrive to all practices and events on time. Thank you for allowing your young person the privilege to serve as part of our commitment of building healthy churches that are growing people in Christ.

VK Youth Intern Application

NAME \_\_\_\_\_

GRADE \_\_\_\_\_

PARENTS/ GUARDIANS NAMES \_\_\_\_\_

PHYSICAL ADDRESS AND MAILING ADDRESS

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ARE YOU A CHRISTIAN? \_\_\_\_\_

TELL US ABOUT WHEN YOU ASKED JESUS TO BE YOUR SAVIOR. \_\_\_\_\_

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HOW LONG HAVE YOU BEEN A MEMBER OF VICTORY LIFE CHURCH? \_\_\_\_\_

WHAT EXTRA CURRICULAR ACTIVITIES DO YOU PARTICIPATE IN? \_\_\_\_\_

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WHY DO YOU WANT TO BE AN INTERN? \_\_\_\_\_

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APPLICANT SIGNATURE \_\_\_\_\_

Parent Agreement:

Parents, do you commit to supporting your Intern by bringing them to meetings, workshops, ministry opportunities and services?

- ☐ YES  
☐ NO

I would like to contribute to making the intern program a success  
(Check all that apply.)

- ☐ I would like to give toward supplies as needs arise.  
☐ I would like to give snacks/food at requested times.  
☐ I would like to help with the intern program as a Grow Team Member.  
☐ I can help transport other Interns to events from time to time.  
☐ I cannot help now but may be willing to do so in the future.

Preferred Method of Communication:

- ☐ Facebook  
☐ Cell phone  
☐ Phone call  
☐ Text  
☐ Email

E-mail (please print carefully) \_\_\_\_\_

Facebook \_\_\_\_\_

Phone number \_\_\_\_\_

Cell phone \_\_\_\_\_

EMERGENCY INFORMATION:

I give permission for \_\_\_\_\_ to receive  
emergency medical treatment if necessary.

In case of an emergency, please contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_