



2023

INSIGHT

SUMMER INTERNSHIP

HANDBOOK

“Every
Scripture has been
written by the Holy Spirit, the
breath of God. It will empower
you by its instruction and correction,
giving you the strength to take the right direction and
lead you deeper into the path of Godliness. Then you will be
God’s servant, fully mature and perfectly prepared to fulfill any
assignment God gives you.”

2 TIMOTHY 3:16-17

“And he
gave the apostles, the
prophets, the evangelists, the shepherds and teachers, to equip
the saints for the work of ministry, for building up the body of
Christ, until we all attain to the unity of the faith and of the knowledge
of the Son of God, to mature manhood, to the measure of the stature
of the fullness of Christ, so that we may no longer be children, tossed
to and fro by the waves and carried about by every wind of
doctrine, by human cunning, by craftiness in
deceitful schemes.”

EPHESIANS 4:11-14

VISION

The vision for the Insight Summer Internship is to train, develop, and equip you to do the work of the ministry in accordance to Ephesians 4:12 throughout your time in the program and beyond. The Insight program will not only be a lot of fun, but it will also include hands-on ministry training, in-depth trainings by Victory's Staff and leaders, and life-giving relationships. The heart of this program is for you to take what you learn and apply it to all areas of your life and that you leave the internship with a deeper understanding of what God has for you. We know you will find community with your fellow interns and develop relationships with them that will last a lifetime. We're excited to walk through this journey with you and can't wait to see what God does through you over the coming months. We are praying for you daily and know it will be a blessing to labor alongside you. We're going to work hard while having a lot of fun and we're excited to do that with you! Welcome to the family!

E X P E

C T A T

I O N S

VALUES AND BELIEFS

At Victory Family Church, we exist to help all people realize that God loves them unconditionally. We desire to help all people know God, find freedom, discover their purpose, and make an impact. As an intern at Victory Family Church, you are to be a living example of this mission. In order to fulfill this mission, we believe that the following spiritual beliefs must not only be understood but also lived out in our everyday lives.

START WITH PEOPLE // EXPECT MULTIPLICATION
TAKE FAITH RISKS // LET LOVE LEAD
SURRENDER TO THE HOLY SPIRIT // MAKE IT COUNT

HEALING

God Wants You Well

Healing is a privilege for every believer. God wants each of us to live healthy and whole lives so that we can live for Him and help others more effectively.

Psalms 103:2-3, Isaiah 53:4, Jeremiah 33:6, Matthew 8:16-17, Matthew 9:27-30, John 10:10, John 14:13, Acts 10:38, Acts 19:11-12, James 5:14-16, James 5:16, 1 Peter 2:24

LIFESTYLE

Be the Example

As a Christian, we are called to live in the world but not to live as the world does. The Bible specifically teaches us to live free from worldly enticements including the use of illicit or non-medical drugs, narcotics, and other substances like tobacco and alcohol. This is our example to others: that our actions would not cause someone else to stumble. We believe that this commitment is essential to being an intern at Victory, and we expect all interns to be this example of godly living for others.

1 Corinthians 6:19-20; 1 Corinthians 10:23; Romans 14:21

MAN

Made To Be Like God

Man is made in the image of God and is the supreme object of His creation. Man was created to have fellowship with God but became separated in that relationship through sinful disobedience. As a result, man cannot attain a right relationship with God through his own effort. Every human personality is uniquely created, possesses dignity, and is worthy of respect and Christian love.

Genesis 1:27, Genesis 2:7, Deuteronomy 28:13, Psalms 8:3-6, Psalms 91:7, Jeremiah 29:11, Zephaniah 3:17, Matthew 6:25-34, Luke 12:6-7, John 14:27, Acts 17:26-31, Romans 8:37, Ephesians 2:4-10, Philippians 4:13

SALVATION

The Only Way

The blood of Jesus Christ, shed on the cross, provides the only way of salvation through the forgiveness of sin. Salvation is only possible through the belief in the death and resurrection of Jesus. Salvation cannot be earned or obtained through the church, church membership, sacraments, or good works. It is freely given because Jesus has already paid for our redemption. Those who put their trust in Jesus and set Him in command of their lives are forgiven and made new.

Isaiah 1:18, Isaiah 53:5-6, Isaiah 55:7, Matthew 1:21, Luke 1:68-69, John 1:12, John 3:16-17, John 3:36, John 5:24, Acts 2:21, Acts 4:12, Acts 16:30-31, Romans 3:21-30, Romans 3:23-25, Romans 5:8-10, 1 Corinthians 1:18, 2 Corinthians 5:17-20, Galatians 3:13, Galatians 4:4-7, Ephesians 2:8-10, Hebrews 9:27-28

WATER BAPTISM

Be Fully Immersed

Jesus is our example in all things. He was baptized by being fully immersed in water. Following in His example is our way to show the world that we have decided to identify ourselves with the redemption Jesus purchased for us. We are symbolically buried and raised with Him in faith.

Matthew 3:13-17, Matthew 28:19, Acts 2:41, Acts 8:36-39, Acts 10:48, Acts 16:30-33, Acts 22:16, Romans 6:3-4, 1 Corinthians 6:11, Galatians 3:27, Colossians 2:12, Hebrews 6:1-2

JESUS

God Sent A Savior

Jesus Christ is completely human but, at the same time, completely God. He is the only plan for bringing people who are far from God back into a right relationship with God. He lived a perfect life, so that He could be a substitution for us in satisfying God's demands for perfection. He defeated death in His resurrection so that we could have life.

Matthew 1:18-23, Matthew 3:17, Matthew 14:33, Matthew 28:5-6, Luke 24:46-47, John 1:14, John 3:16, John 10:30, John 11:25-27, John 17:1-5, Acts 2:22-24, Romans 1:3-4, Romans 3:23-26, 1 Corinthians 8:6, 1 Corinthians 15:3, Galatians 4:4-5, Philippians 2:5-11, Colossians 2:9, 1 Timothy 2:5-6, 1 Peter 2:23-24

PURE MORAL LIFESTYLE

God's Blueprint for Sexual Intimacy

Sexual intimacy is God's design. He created it to be experienced between one man and one woman in the context of marriage. God defines all other sexual relationships—sex outside of marriage, adultery, bestiality, incest, homosexual/bisexual practices, and pornography—as sin. We as a church are committed to upholding God's original intent for sexual intimacy.

Leviticus 18:1-30, 20:13; Leviticus 20:13; Romans 1:18-32, 1 Corinthians 5:1, 6:9-11; 1 Thessalonians; 4:1-8; Hebrews 13:4

THE BAPTISM OF THE HOLY SPIRIT

You Will Receive Power

As a Christian, the Holy Spirit is always in us to guide us, comfort us, empower us, and teach us to act more like Jesus. The presence and baptism of the Holy Spirit are gifts from the Father, available to all believers. The confirmation of receiving the baptism of the Holy Spirit, which is received subsequent to salvation, is speaking in other tongues.

Isaiah 61:1-3, Joel 2:28-32, Matthew 3:11, Luke 1:35, Luke 11:13, Luke 12:12, John 15:26, John 16:7-14, Acts 1:8, Acts 2:1-4, Acts 2:42-43, Acts 10:44-46, Acts 19:2-6, Romans 8:9-11, Romans 8:14-16, Romans 8:27-27, 1 Corinthians 3:16, Ephesians 1:13-14

THE CHURCH

We're In It Together

The Church—the Body of Christ—is not a building. It is a gathering of local believers. The Church is also the whole of all believers working together to fulfill God's purpose of reaching all people with the gospel. We are to work together to help each other in love and unity.

Matthew 18:15-20, Acts 2:42-27, Acts 13:1-3, Acts 20:28, 1 Corinthians 7:17, 1 Corinthians 9:13-14, Ephesians 1:22-23, Ephesians 2:19-22, Ephesians 5:22-32, Colossians 1:18, Colossians 3:15

ETERNITY

Somewhere Forever

We will exist forever after this life. Those in union with God through salvation will remain with Him in Heaven. Those separated from God by sin will remain apart from Him in Hell. Heaven and Hell are real places that exist without end.

Matthew 7:13-14, John 3:16, John 5:24-29, John 3:36, Romans 6:23, 1 John 2:25, 1 John 5:11-13, Revelation 20:15

THE TRINITY

Three People = One God

God has always been and always will be. He created all things. He is the Father, the Son, and the Holy Spirit—three persons, three different roles—all equally One God.

Deuteronomy 6:4, Matthew 28:18-19, Mark 1:9-11, Luke 1:35, John 5:21-23, John 14:10, John 14:16-17, 1 Corinthians 8:6, Hebrews 1:8-10, James 2:19, 1 John 1:1-5

THE BIBLE

God Wrote A Book

The Bible was written by men under the guidance and inspiration of the Holy Spirit. It is for all people, in every situation. It contains no errors. God's words were relevant then, are still relevant today, and will be forever.

Deuteronomy 4:1-2, Psalms 119:89, Psalms 119:105, Isaiah 40:8, Matthew 22:29, John 5:39, John 17:17, Romans 15:4, 2 Timothy 3:15-17, Hebrews 4:12, 1 Peter 1:25

JESUS WILL RETURN

It's Not Over

Jesus is coming back for His Church as He promised. He will return to the earth one day to reward those who have faithfully followed Him and obeyed His commands.

John 14:18, John 14:28-29, Acts 1:11, Acts 3:20-21, 1 Thessalonians 1:10, 1 Thessalonians 3:13, 1 Thessalonians 4:16-17, 1 Thessalonians 5:23, 2 Thessalonians 2:8, 1 Timothy 6:14-15, Hebrews 9:28, Revelation 22:20

SOCIAL MEDIA POLICY

1.) CORE VALUES

In areas where this policy does not provide a direct answer for how interns should answer social media questions, interns should use their best judgment and take the most thoughtful and prudent action possible, bearing in mind the church's need to preserve accountability for the use of its name in all social media and the core values of this policy:

- **Be selective.** There are a variety of digital platforms available. Use the right medium for your message. A blog or social network might not be the right place for messages intended only for a small group. An email or other more targeted media might be best.
- **Be responsible.** Members of the church community are personally responsible for the content they publish.
- **Be smart.** A blog or community post is often visible to the entire internet and can be shared by others in ways that you cannot control. Remember that what you write is public and will remain public for a very long time (perhaps permanently). Be respectful to our community.
- **Be identified.** Authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.
- **Respect the privacy of others.** Do not publish the personal information of others without their permission. In the case of children, refer to the policy below.
- **Be respectful.** The church is a thoughtful and prayerful community that encourages free expression and values civil debate. If you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the church and its teachings.
- **Be discerning.** Do not engage in online conversations with individuals posting hateful messages. If follow-up conversation is deemed necessary, it should be done offline and in a professional manner.
- **Be trustworthy.** Respect the confidentiality of matters that are shared with you in confidence, or that are meant to be kept confidential by the nature of your work, ministry, or volunteer mission.

2.) USE OF OFFICIAL NAME AND LOGO

Any use of the church name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved prior to use.

3.) INDIVIDUAL JUDGMENT

Even when engaging in social media for personal use, the comments of an intern of the church could be viewed as a reflection on the church. Users should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of our community.



CALL-OFF POLICY

In the event that you are unable to report as scheduled, please communicate with your ministry path leader in a clear and timely manner that you will not be attending and please do so for each consecutive missed/late day.

Do not leave a voicemail message or send an email when calling off. When calling off outside of office hours, you may text or telegram your immediate ministry path leader, then follow up with a phone call during active internship hours the next day.

Failing to call off or communicate with your ministry path leader for three consecutive missed days could result in the termination of your internship.

DRESS CODE

GENTLEMEN:

- Modesty is a must.
- There should be no inappropriate words and/or images on any article of clothing. Clothing should not be offensive.
- Pants/jeans are preferred, but shorts are permissible. If you do wear shorts, you must keep them close to knee length.
- Pants are required when serving in a platform position.
- Ripped/distressed bottoms must not be ripped on the upper thigh or waistline areas.
- No see-through, revealing, or distracting clothing.

LADIES:

- Modesty is a must.
- There should be no inappropriate words and/or images on any article of clothing. Clothing should not be offensive.
- Pants/jeans are preferred, but shorts are permissible. If you do wear shorts, you must keep them close to knee length.
- Pants are required when serving in a platform position.
- Ripped/distressed bottoms must not be ripped on the upper thigh or waistline areas.
- Skirts must have leggings (not tights) under them and must be knee length or lower.
- Shirts must cover the chest, showing no cleavage or stomach (even when jumping around or raising your hands).
- Tank tops must be appropriate. No spaghetti straps are permitted; bra straps and bra must be fully covered.
- No see-through, revealing, or distracting clothing.

ADDITIONAL EXPECTATIONS

- Interns are expected to show up on time or early to all meetings and trainings. Victory's staff is committed to investing in you and your future, so it is expected that you will be respectful of their time in all interactions with staff and your ministry path leader. If you are unable to make a meeting, training, or full day of the internship due to an emergency, previously blacked-out date, or unexpected circumstances, you are expected to communicate those details to your immediate ministry path leader in accordance with the call-off policy.
- Taking notes is a value we hold throughout our staff and interns. It is expected that you will take thorough and detailed notes on all trainings and meetings you are a part of. The internship is designed to invest in you, train, and equip you for the future. Note taking will not only help you during the internship but in your future as well. Remember, note-takers are history makers.





S C H E

D U L E

WEEKLY CALENDAR

| | |
|--------------|-----------|
| MONDAY OFF | |
| TUESDAY OFF | |
| Wednesday | 9am - 4pm |
| Thursday | 9am - 4pm |
| FRIDAY OFF | |
| SATURDAY OFF | |
| Sunday | 8am - 1pm |

HOURLY CALENDAR

| | | Wed. | Thurs. | | | Sun. |
|--------|---------|---------------------------------|---------------------------------------|--------|----------|-------------------------------|
| MONDAY | TUESDAY | Chapel 9 - 10am | Staff Prayer 9 - 10am | FRIDAY | SATURDAY | Ministry Path 8am - 1pm |
| | | Ministry Path 10am - noon | Mentoring 10:15 - 11am | | | |
| | | Lunch Noon - 1pm | Lunch Noon - 1pm | | | |
| | | Ministry Path 1 - 4pm | Leadership Development 1 - 2 pm | | | |
| | | | Ministry Path 1 - 4pm | | | |

MONTHLY CALENDAR

May

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
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June

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July

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

August

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | |

ORIENTATION DAY

STAFF PRAYER/LEADERSHIP

WEEKEND SERVICE

CHAPEL

ENCOUNTER/SERVICE PREP

ENCOUNTER CONFERENCE

OFF

BEACH DAY

“Show me your ways, Lord,
teach me your paths.”

PSALM 25:4

TRAI NING

THE MISSION

The goal of the Insight Summer Internship is to train, empower, and equip you in three areas. These three sections are designed not only to equip you in ministry work, but in your personal life and spiritual walk with Jesus.

SPIRITUAL TRAINING

Spiritual training will consist of a combination of devotional time, chapel, and staff prayer each week on Wednesdays and Thursdays.

LEADERSHIP TRAINING

Leadership training sessions will be conducted by our church staff and leaders to enhance your leadership development knowledge and skills. They will be held once a week on Thursdays.

MINISTRY PATH TRAINING

Ministry path training will take up the majority of your time in the INSIGHT Summer Internship program. You will be working on several projects that include:

- **ENCOUNTER CONFERENCE**
 - Training will include but not be limited to: social media management, merchandise, and event planning.
- **SUMMER SERVICES**
 - Understanding and utilizing Planning Center.
 - Planning and the execution of all summer services in student ministries for all campuses.
 - You will be required to serve at service on Sundays.
- **SERVICE PLANNING**
 - Training will include the planning of 2023-2024 services. This includes all INITE and GAMEDAY evangelistic services.

MINISTRY PATHS

All interns will serve in one primary ministry path for the duration of their internship. Ministry paths are assigned at the start of the internship. A position focus sheet will be given to interns following Encounter Conference to help narrow their focus for the remainder of the internship.

WORSHIP

Interns in the worship ministry path will primarily work with their ministry path leader to prepare for our worship experiences in student ministries. This includes stage management, development of trainings & systems, working in Ableton Live (& similar audio programs), Planning Center & more. They will primarily be serving with our student ministry worship teams on the weekend.

PRODUCTION

Interns in the production ministry path will work with their ministry path leader to prepare for distraction-free weekend services. This includes stage and production booth management, development of trainings & systems, Planning Center, and training in ProPresenter 7, Vista 3, camera ops & Soundcraft consoles.

EVENT PLANNING

Interns in the event planning ministry path will work with their ministry path leader in developing and planning for all student ministry events through June 2024. This includes planning for Encounter Conference, 1NITE, GAMEDAY, 8 Weeks of Summer, Spring & Fall Momentum, and more. They will primarily be serving in middle school on the weekend setting up and running 8 Weeks of Summer events.



COMMUNICATION & CONNECTION

Interns in the communication & connection ministry path will work with their ministry path leader in the development and planning of systems to elevate students' experience in student ministries. They'll work with our small group team to develop curriculum, questions & ice breakers for small groups. Additionally, they will receive training from our student ministry staff in communication and public speaking, including hosting, leading team meetings, SOZO Outreach Clubs recordings, and potentially speaking in various Next Gen services.

SOZO OUTREACH CLUBS

Interns in the SOZO Outreach Clubs ministry path will work with their ministry path leader to improve and elevate our SOZO Outreach Clubs for students. This will include building systems for training and development, marketing for the upcoming school year, and the development of current and future SOZO Outreach Clubs.

CONTENT CREATION & SOCIAL MEDIA

Interns in the content creation & social media ministry path will work with their ministry path leader to enhance and elevate our social media teams. They'll be responsible for creating and posting content on the ministries' various social media accounts, marketing for upcoming events, development of systems, and training. They'll also receive training in use of various camera equipment and editing software.

ITEMS NEEDED FOR TRAINING

- Telegram account and app
- Laptop Computer/iPad (if you have one)
- Bible, notebook, and pen/pencil
- Lunch daily (food will not be provided)

