

# Formation Internship

**Student Handbook**

## Table of Contents

Who We Are	2
Our Mission	2
Our Church	6
Our Staff //Contact Information	6
Our Values	6
FAQ's	6
Financial Agreement	6
Statement of Nondiscrimination	8
Travel Opportunities	10
Schedule	11
Standards and Policies	12
Discipline and Dismissal Policy	21
Medical Policy	21
Finances	22

## WHO WE ARE

Formation Internship is a nine-month leadership development program designed to empower and instruct young adults who are passionate about following Jesus and pursuing lives of meaning and ministry.

During the program students will experience a level of academic bible study through attending bible classes and a wide variety of ministry experience including children's ministry, youth ministry, discipleship, worship arts, church administration, technical support, facilities management, missions' trips, men's and women's ministry, pastoral leadership and more.

## OUR MISSION

We exist to raise up a generation of young leaders with an unshakeable foundation in Christ who choose to follow him the rest of their lives.



**HEAD**



**HEART**



**HANDS**



**HEALTH**

### 1. HANDS

Your gifts and skills will be developed and enhanced through hands-on training in our specialized ministry areas and departments.

### 2. HEART

Your character and relationship with God will be developed and refined through our leadership development, community, one on ones and mentoring.

### 3. HEAD

Your knowledge and leadership will be developed and challenged through coaching, leadership development and staff meetings.

### 3. HEALTH

Your mental/emotional and physical wellness will be prioritized through workouts and fitness challenges.

## OUR CHURCH

Canby Foursquare Church is passionate about raising and sending disciples. We are proud to serve as a place of blessing to our community, cultivating an atmosphere of grace, redemption and family.

Our church is part of the Foursquare denomination—one of nearly two thousand Foursquare churches in the U.S. and thirty thousand around the world. Foursquare is an interdenominational, Pentecostal church movement, embracing others from diverse denominational backgrounds. To find out more about the Foursquare denomination, please visit [www.foursquare.org](http://www.foursquare.org).

## OUR STAFF

Annette Swor | Director/Advisor | (503) 780-2431 | [aswor@canbyfoursquare.com](mailto:aswor@canbyfoursquare.com)  
Ryan Egli | Director/Mentor | (503) 757-7207 | [regli@canbyfoursquare.com](mailto:regli@canbyfoursquare.com)  
Grace Hannan | Coordinator | (901) 569-4854 | [ghannan@canbyfoursquare.com](mailto:ghannan@canbyfoursquare.com)

Feel free to contact our internship staff at any time. We're here to serve you!

## OUR VALUES

### **Prayer (James 5:16)**

We believe that our requests must be made to God in faith and that in His power and grace He will provide all that we need.

### **The gifts of the Holy Spirit (1 Corinthians 12:4-11)**

We believe that God has given spiritual gifts to His children for the building up of His church.

### **Worship (Romans 12:1)**

We believe that we were created to respond to God—to who He is, what He has done, and what He is doing at this moment. We believe that our entire lives should be lived as worship to the Lord, utilizing the gifts and creativity that God has uniquely placed within each of us.

### **Excellence in personal life (Galatians 5:22-23)**

We believe that we can grow in every area of life—physical, mental, social, emotional, and spiritual—as we take personal responsibility and rely on God's grace which is readily available to all.

### **Community (John 17:20-23)**

We believe that the truest expression of our discipleship is found in the manifestation of our love for one another. Healthy relationships—woven into the fabric of community—are our goal.

## FREQUENTLY ASKED QUESTIONS

### **Do I need transportation?**

Your internship responsibilities may require transportation. While it is not a requirement to have a vehicle, it is required to have reliable transportation and a valid driver's license.

### **Will I receive a paycheck or benefits?**

No. Interns are not employees or independent contractors. No wages, insurance, or other compensatory benefits will be provided.

### **Can I seek outside employment during the internship?**

Due to the high impact, hands-on nature of this internship, it is not recommended to maintain full time employment during your time in Formation. It is the expectation of the internship that you are able to meet all of the ministry expectations and time requirements.

### **Is the internship only for those desiring to enter full-time ministry?**

Absolutely not! This program is designed to prepare you to enter *any* field God calls you to.

### **What is the weekly schedule for the internship?**

Formation is an internship occurring Wednesday-Thursday from 8:00am-9:30pm and Sunday 8:00am – 1:30. However, due to the nature of ministry, days and hours may vary and interns are required to be available and present for all Canby Foursquare Church events.

### **Is there housing available?**

No, there is no intern housing. It is up to each individual to secure their housing prior to arrival at the internship. Host homes may be provided on a situational basis.

### **Should I raise money?**

We encourage interns to be prepared to cover any expenses they may incur while participating in the internship. Consider your bills and include food and lodging and any other personal expenses you might have.

### **Are there any educational requirements?**

No but come with a willingness to learn.

### **Can I receive school credit?**

At this time we do not offer school credit.

**Will I have to pay for the internship in full upfront?**

You are welcome to pay the full tuition once you have received your acceptance but it is not required to be paid in full until April. However, your first payment is due on the first Wednesday in September.

**What does tuition cover?**

Tuition will assist in covering all administrative costs including travel expenses, conferences and materials. Tuition does not cover room and board.

**Am I required to participate in church events?**

All church wide events are mandatory. This includes before, during, and after an event.

**Will I get time off?**

Interns will follow CFC Staff time off. If an intern needs to take time off, he/she will need to request time off in advance.

**Will we participate in physical activities?**

Yes! No matter what your fitness level, we know that physical health is vital to total wellness and a major component in the ability to do ministry efficiently and effectively. Interns will be expected to maintain a fitness routine based on their level and also participate in fun group fitness challenges!

**Should I expect to get a job at Canby Foursquare Church at the end of the program?**

One of the goals of this internship is to create leaders that could potentially be hired onto staff. However, this should not be your expectation upon entering the internship. FORMATION is not about a job. It is about being willing to serve, learn, and grow as a disciple.

**What now?**

Turn in completed Application forms and \$50.00 Application Fee (*Make checks payable to Canby Foursquare Church, with your name and "Internship App Fee" written on it.*) Once we receive your application, forms & fee, we will contact you for a personal interview!

**What is the tuition for FORMATION Internship?**

This program costs \$2,500. \$1,000 of this will go toward your ministry trip (Israel, Albania, Germany...i.e.) Included in this fee is everything (with the exception of the ministry trip) related to the internship—all classes, retreats, conference travel, and administrative support.

## INTERNSHIP FINANCIAL AGREEMENT

A large part of Formation Internship is being a part of the ministry or mission trip. \$1000 of the tuition goes into your account as “seed” money towards the total cost. We as a team will participate in fundraising to raise the balance of the trip.

To make the financial burden easier for you, we have developed a monthly payment plan. Please note that the total tuition is \$2500. (\$1500 goes into administrative expenses and \$1000 into ministry/mission trips.)

Students will have the opportunity to earn additional funds to help pay for the annual ministry/mission trip through fundraisers throughout the course of the year. If the fundraising does not cover the entire expense of the ministry or mission trip the remaining expense will be your responsibility. Students should understand that the responsibility lies entirely on them for paying their tuition in full according to the following schedule.

Due	Amount
Application Fee	\$50
Sept.	\$325
Oct.	\$375
Nov.	\$375
Dec.	\$375
Jan.	\$250
Feb.	\$250
Mar.	\$250
Apr.	\$250

The payments are due at the first of each month. You may pay more than the minimum payment if you wish.

If you should withdraw from Formation Internship before the 9-month completion, the money you have earned through Event Force and the \$1000 paid toward your mission/ministry trip will be refunded to you.

Please note that contributions made by a third party (even a close family member) toward a particular student’s tuition are *not* tax deductible, as they pay for a service rendered to the student. General contributions to the Internship Program (not earmarked for a specific student) are tax deductible.

## TRAVEL OPPORTUNITIES

**International Convention:** Every year interns get the opportunity to serve and attend Foursquare's International Connection conference. This is an amazing opportunity to rub shoulders with Pastors and leaders of our denomination, have powerful spirit filled conversation, be refreshed and empowered. Connection may take place anywhere in the nation. From Florida to Hawaii, who knows where we will go next!

**Practicum/Ministry Trip:** During even-numbered years, interns plan a ministry trip with guidance from the internship Director. In the past, students have ministered in places like Colorado, Louisiana, Germany, Hawaii, Alaska, Florida and more! These trips are the highlight of the year, and is a cumulative expression of what has been learned and experienced throughout their internship.

**Israel:** During odd-numbered years, interns travel with Canby Foursquare for a 12-day study tour of the Holy Land. This is an incredible and transformative opportunity to experience the Bible in a whole new way! Enjoy hiking in the oasis of Ein Gedi, floating in the Dead Sea, and submitting your prayers at the Western Wall in the Old city of Jerusalem. This is truly the trip of a lifetime!

## SCHEDULE

WEDNESDAY 8:00-9:00pm	THURSDAY 8:00-9:00pm	SUNDAY 7:30-1:00pm
8:00 // Devotionals	8:00 // Prayer and worship	7:30 // Meet
9:00 // Planning MTG	9:00 // Bible Class	8:00 // Prayer
11:00 // Staff Meeting	11:00 // Rotations	9:00 // Serve
12:30 // Lunch	12:00 // Lunch/1 on 1's	1:00 // Debrief & Dismissal
1:30 // C&C Class	1:30 // Community Service/Health	
3:00 // Break	3:00 // Free	
4:30 // Youth	4:30 // Young Adults	

*While the interns' schedule can sometimes shift, this is an **average weekly calendar**.*

## STANDARDS AND POLICIES

We have intentionally designed the program standards to help keep students focused on their growth as maturing ministry leaders and to develop patterns that will serve them well in years to come. Our desire is to teach students responsibility through empowerment and coaching on how to manage their freedoms. *All standards and policies are in effect during the entirety of the internship year, including weekends, scheduled breaks, and times of travel.*

### **Romantic Relationships**

Our desire is to mentor students to a place of understanding healthy romantic relationships. Any student desiring to pursue a healthy, Godly relationship should discuss this matter with the Internship Director to set up a plan of accountability and direction.

### **Punctuality and Attendance**

Part of our credibility as leaders has to do with being where we're supposed to be, when we're supposed to be there! When we are late, we not only miss opportunities to serve, but we show a disregard for those who are waiting for us. Because of this reality, we emphasize punctuality. Students must ensure that they are *early* to each internship assignment or other scheduled appointment.

### **Outside Employment**

Any outside jobs, however, must be a "fit" with the overall focus and values of the program.

### **Social Media Use**

We use 1 Corinthians 10:23 as a guide when making decisions about social media use: "All things are lawful," but not all things are helpful. 'All things are lawful but not all things build up.'

### **Standards for Dress**

We simply ask that students take a few things into consideration when getting dressed for the day:

1. *Does it look like I just rolled out of bed?*
2. *Am I setting a good example for those I am leading?*

All interns are required to have and occasionally wear the following items of clothing during various events: Black, well-fitting dress pants, plain black belt, plain black t-shirt, black dress socks, all black closed toe comfortable shoes, tennis shoes, plain, dark blue jeans with no holes or embellishments.

## DISCIPLINE AND DISMISSAL POLICY

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”*

*-Hebrews 12:11*

It is *a/ways* the goal of the internship staff to seek restoration with students, whenever possible, when program rules or guidelines have been violated. If a violation does occur, a meeting will take place between the student(s) and staff where a plan for restoration will be established by the staff member.

If a first-time violation was minor and the student exhibits humility, a staff member may simply give the student a warning. For subsequent violations or if the violation was significant, other disciplinary actions will be considered such as probation or suspension from the internship.

Disciplinary actions, short of dismissal, are always considered in order to bring about restoration.

If a student’s violation was flagrant or if a student fails to honor his or her plan for restoration, dismissal from the program may occur. If dismissal from the internship is deemed necessary by internship staff and church leadership, it will result in the loss of the student’s tuition.

## MEDICAL POLICY

1. Canby Foursquare Internship does not have health insurance for students. Students are responsible for their own health care expenses while they are interns.
2. Should an injury occur on church grounds or while traveling in a church van or bus, each student is covered by the church’s general liability and vehicle insurance.
3. If a student has any medical problem or chronic condition, it is strongly suggested that they be under the care of a local doctor. Please indicate any chronic conditions when applying for the internship.
5. If interns’ travels through foreign countries require specific vaccinations, students will be required to obtain these inoculations at their own expense.

## STATEMENT OF NONDISCRIMINATION

In compliance with federal and state regulations, the internship admits students of any race, gender, color, national and ethnic origin, disability, status as a veteran or any other characteristic protected by law to all rights, privileges, programs and activities of students in the internship.

### Online & Social Media:

Our Church	<a href="http://canbyfoursquare.com">canbyfoursquare.com</a>
Website	<a href="http://canbyfoursquare.com/">canbyfoursquare.com/</a>
Internship	<a href="https://www.instagram.com/formationinternship">@formationinternship</a>

### Mailing Address:

Canby Foursquare Church  
ATTN: Internship  
2350 SE Territorial Rd.  
Canby, OR 97013