



christ city church dublin



Internship Handbook 2015/16

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Dear Intern,

Welcome to the Christ City Church Internship! We are delighted that you've committed to serve God, the church and the city of Dublin for the next 9 months. We're really excited about all God is going to do in you and through you this year.

The Christ City Church Internship is about three primary things (a) character formation, (b) biblical & theological training and (c) growing in your gifting, all within the context of the local church and our mission to seek the spiritual, cultural and social transformation of Dublin. Our prayer is that at the end of these 9 months you will be able to look back and see that all of these three things have happened, that Dublin has been blessed and that the church has grown because you committed to the CCC Internship.

It's important to say that Christ City Church could not operate, grow, flourish and fulfil our vision of bringing God's love to Dublin without you. The church is to be a body of people, all with different gifts, resources, experience, relationships and time, who together act as Jesus hands and feet on earth. And we could not do this without people like you intentionally committing to and taking ownership of the church. You have a significant and unique role to play.

This booklet contains some practical information you'll need to know, so do read it carefully. Whilst there are certain things that are fixed and we are asking you to commit to, on the whole we want to tailor to each intern's timetable, capacity, passions and gifting. Each individual is different and so no intern's experience will be exactly the same.

We hope you have a great 9 months,

Steve Vaughan and Caroline Anderson

Internship dates

This year the internship will start officially on Monday 7th September 2015 and end on Sunday 5th June 2016.

Before that we'll have an induction morning on Tuesday 1st September 2015, and you are also invited to a Leaders' Retreat on Friday evening 4th and Saturday 5th September 2015.

Who's who?

Your line manager is Caroline Anderson. She will be your first point of call for any queries and will meet with you weekly. This meeting is a chance to go through your workload, talk about any concerns, and plan and review your goals.

Your discipler will be either Steve Vaughan (if you're a man) or Leanne Vaughan (if you're a woman) and you'll usually meet with them every other week. The role of the discipler is to help you grow in Godly character and gifting throughout your internship. They will also share responsibility for your pastoral care with your line manager.

What will I be doing?

Interns play a huge role in the day-to-day running of the church. You'll be involved in setting up Sunday gatherings and other events and making sure they run smoothly, as well as taking on one or more admin tasks. You'll also read the whole Bible in 9 months, write reflective essays, be involved in a City Group and a Life Group, and have 1 or 2 particular projects that we have identified together in the application process. During the internship you'll meet with a discipler every fortnight, and there is also an opportunity for extra theological training if you are interested in this.

In addition to this, your personal relationships and evangelism - whether through sport, music, taking up a hobby, volunteering, paid work etc - are vital. If you take on paid work, please see this not just about making money, but about blessing and seeking the common good of Dublin, and also rubbing shoulders with those who don't know Jesus.

At the beginning of your internship you'll work out a timetable with your line manager to help you plan your time and balance projects, admin, meetings and study time. If you feel like you're doing too much (or too little) PLEASE speak to your line manager. It's your responsibility to voice concerns that you have.

Being part of the staff team in Christ City Church means being devoted to serving the members of the church. This includes being proactive in meeting and welcoming new people, facilitating people getting involved in City Groups and making real friendships, and empowering and equipping others to grow in their faith and gifts.

You can read the internship role description online for more information.

Working hours and fixed commitments

The Christ City Church internship can be taken on full-time or part-time. We ask that you can commit at least 20 hours per week. Your actual working hours can be flexible, depending on your projects and other commitments. However, there will be certain meetings and events at fixed times.

All interns are expected to attend:

Weekly			
Church team meeting	Every Monday	10.45am-12.30pm	Location TBC
Interns' team time	Every Wednesday	9-10.30am	Caroline's house
Sunday gathering (inc. set up/down and pub)	Every Sunday	2.45-7.45pm	Immanuel, 28 Bachelors Walk
Monthly			
Prayer meeting	2nd Monday	7.30-9.30pm	Location varies
6.30 Leadership	Last Wednesday (see Autumn term plan for dates)	6.30-8am	Immanuel, 28 Bachelors Walk
One-off			
Weekend Away	6-8th November 2015	Friday eve to Sunday afternoon	Durrow, Co. Laois

In addition, each intern will have a weekly 1-2-1 meeting with Caroline for 30min and bi-weekly meeting with their discipler for 1 hour.

If you are involved in the **Intro Course**, this will be on eight Mondays, 6.30-9.30pm (inc. set up) from 21st September to 16th November 2015.

Our working culture

In Christ City Church we want to develop a culture of working hard, whilst also having the ability to rest and not over-work. We ask you to be committed, reliable and on-time while you are working. On your rest days you should not be working (including not checking emails) and doing something that helps you to relax and be rested for when the next working day comes.

It's a good idea to plan a retreat day or half day every so often, as an opportunity to spend more time with God and help you re-focus. Why not plan one for the autumn term (before Christmas) and one in the second half of the internship?

Holiday

Each intern is entitled to 2 days' holiday per month, based on a full-time internship. So a full-time intern working from 7 September 2015 to 5 June 2016 would have 18 days' holiday. Up to 4 holiday days in a 9-month internship may be Sundays. Your holiday will be calculated pro-rata depending on your working hours and length of internship.

In addition, you will have the usual bank holidays off (26th Oct 2015, 17th Mar 2016, 28th Mar 2016 and 2nd May 2016). At Christmas the office closes from 24th Dec 2015 to 2nd Jan 2016 inclusive. This is given as extra to your holiday entitlement and allows for the fact that the autumn term is likely to be busy. The nature of this work is usually quite seasonal and so there will be peaks and troughs.

Before making any holiday arrangements you must request the time off with Caroline. This should be done by email. Please bear in mind the dates mentioned earlier (for example the weekend away) and if you have any concerns speak to Caroline.

Sickness

Hopefully you will be the picture of health throughout your internship! However, we do all get ill from time to time and it's important to take the necessary time off to rest. If you are sick, please let Caroline know by text, phone call or email by 10am on your sick day. If your being sick will affect anyone else (eg. if you have a meeting or you were supposed to finish some work for someone else) please also let them know.

Concerns or Complaints

Although we have no formal contract, in the application process and in this handbook we outline our expectations for you, and what you can expect from us. If either party feels there is cause for concern the first step will be to raise this in your line management meeting. If the issue is unresolved, or if you have a concern or complaint about your line manager, it should be brought to Steve & Leanne Vaughan.

It is important that we keep a short record of wrongs. If you have an issue with someone in the team, or within the church as a whole, address it in the Matthew 18 way – one-to-one, with Caroline, with Steve & Leanne.

In exceptional circumstances, should we be unable to resolve a situation, we may ask you to leave the internship programme.

Autumn 2015 term plan

This list details plans for induction events, Interns' team times, essay due dates and 6.30 leadership sessions. Some of the discussion topics and activities will be confirmed as the term goes on.

Day	Date	Event	Details
Tuesday	1-Sep-2015	1st essay due	
Tuesday	1-Sep-2015	Welcome session	Introduction to the CCC internship
Friday & Saturday	4&5-Sep-2015	Leaders' retreat	
Monday	7-Sep-2015	Church team meeting	Meet the team: introductions and roles
Wednesday	9-Sep-2015	Interns' team time	Training: Introduction to the 'office': communication and organisation
Wednesday	16-Sep-2015	Interns' team time	Caroline and Ola - internship reflections
Wednesday	23-Sep-2015	Interns' team time	First essays 1 and 2
Wednesday	30-Sep-2015	6.30am leadership	
Wednesday	30-Sep-2015	Interns' team time	Activity: Go and place a bet
Wednesday	7-Oct-2015	Interns' team time	First essays 3 and 4
Wednesday	14-Oct-2015	Interns' team time	Discussion: A church not for ourselves - vision and values
Wednesday	21-Oct-2015	Interns' team time	Discussion: Life Groups - what are they and how to get them going
Wednesday	28-Oct-2015	6.30am leadership	
Wednesday	28-Oct-2015	Interns' team time	Activity: tbc
Thursday	29-Oct-2015	2nd essay due	
Wednesday	4-Nov-2015	Interns' team time	Testimonies 1 and 2
Wednesday	11-Nov-2015	Interns' team time	Testimonies 3 and 4
Wednesday	18-Nov-2015	Interns' team time	Testimony 5 and discussion/practice on sharing our stories with non-Christians
Wednesday	25-Nov-2015	6.30am leadership	
Wednesday	25-Nov-2015	Interns' team time	Activity: tbc
Wednesday	2-Dec-2015	Interns' team time	Discussion: tbc
Wednesday	9-Dec-2015	Interns' team time	Discussion: tbc
Wednesday	16-Dec-2015	6.30am leadership	
Wednesday	16-Dec-2015	Interns' team time	Activity: tbc
Wednesday	23-Dec-2015	3rd essay due	
Wednesday	23-Dec-2015	Interns' team time	Christmas fun

2016 plans to be confirmed (but should follow the same pattern).
For your information, the 6.30 Leadership dates will be 27th Jan, 24th Feb, 23rd Mar, 27th Apr, 25th May and 22 Jun 2016.

Bible Reading Plan

Date	Bible Passages	Prayers
w/c 31 Aug	Genesis 1-25	Ps 1-7
w/c 7 Sep	Genesis 26-50	
w/c 14 Sep	Exodus 1-40	Ps 8-14
w/c 21 Sep	Leviticus 1-27	
w/c 28 Sep	Number 1-18	Ps 15-21
w/c 5 Oct	Numbers 19-36	
w/c 12 Oct	Deuteronomy 1-34	Ps 22-28
w/c 19 Oct	Joshua 1-24	
w/c 26 Oct	Judges 1-21 & Ruth 1-4	Ps 29-35
w/c 2 Nov	1 Samuel 1-31	Ps 36-42
w/c 9 Nov	2 Samuel 1-24	
w/c 16 Nov	1 Kings 1-22	Ps 43-49
w/c 23 Nov	2 Kings 1-25	
w/c 30 Nov	1 Chronicles 1-29	Ps 50-56
w/c 7 Dec	2 Chronicles 1-36	
w/c 14 Dec	Ezra 1-10 & Nehemiah 1-13	Ps 57-63
w/c 21 Dec	Esther 1-10 & Daniel 1-12	
w/c 28 Dec	Job 1-42	Ps 64-70
w/c 4 Jan	Ecclesiastes 1-12 & Song of Songs 1-8	
w/c 11 Jan	Isaiah 1-33	Ps 71-77
w/c 18 Jan	Isaiah 34-66	
w/c 25 Jan	Jeremiah 1-26	Ps 78-84
w/c 1 Feb	Jeremiah 27-52	
w/c 8 Feb	Lamentations 1-5 & Ezekiel 1-20	Ps 85-91
w/c 15 Feb	Ezekiel 21-48	
w/c 22 Feb	Hosea 1-14, Joel 1-3 & Amos 1-9	Ps 92-108
w/c 29 Feb	Obadiah 1, Jonah 1-4, Micah 1-7, Nahum 1-3, Habakkuk 1-3, Zephaniah 1-3 & Haggai 1-2	

Date	Bible Passages	Prayers
w/c 7 Mar	Zechariah 1-14 & Malachi 1-4	Ps 109-115
w/c 14 Mar	Matthew 1-28	
w/c 21 Mar	Mark 1-16	Ps 116-122
w/c 28 Mar	Luke 1-24	
w/c 4 Apr	John 1-21	Ps 123 - 129
w/c 11 Apr	Acts 1-28	
w/c 18 Apr	Romans 1-16	Ps 130-136
w/c 25 Apr	1 Corinthians 1-16 & 2 Corinthians 1-13	
w/c 2 May	Galatians 1-6, Ephesians 1-6, Philippins 1-4 & Colossians 1-4	Ps 137-143
w/c 9 May	1 Thess 1-5, 2 Thess 1-3, 1 Timothy 1-6 & 2 Timothy 1-4	
w/c 16 May	Titus 1-3, Philemon 1, Hebrew 1-13	Ps 144 - 150
w/c 23 May	James 1-4, 1 Peter 1-5, 2 Peter 1-3, 1 John 1-5, 2 John 1, 3 John 1 & Jude 1	
w/c 30 May	Revelation 1-22	

Essays

Due Date	Title
01-Sep-15	Why I'm doing the CCC Internship and my goals for the year in terms of (a) the bible (b) character and (c) church involvement
29-Oct-15	Summarise the main theme from a book of the bible of your choice and explain how it applies to Dublin today
23-Dec-15	Lessons I've learnt so far in the internship with regards to (a) my character (b) the bible and (c) my gifting
25-Feb-15	Why & how we should pray through the Psalms (please give personal testimony too)
28-Apr-15	Why I'm a Christian today
26-May-15	What I've learnt this year in terms of (a) God (b) the bible (c) church(-planting) (d) my character and (e) my gifting. And my hopes for next year and the future.

Have a great 9 months!

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