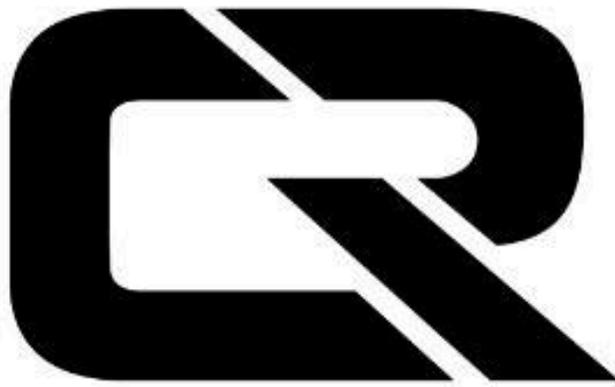


SUMMER 2018



CORAL RIDGE  
I N T E R N S H I P

**PREPARING FOR THE  
CORAL RIDGE INTERNSHIP**

CORAL RIDGE PRESBYTERIAN CHURCH  
5555 N. Federal Hwy. Ft. Lauderdale, FL 33308

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# WELCOME TO CRI

Hello!

I am pleased to welcome you to the Coral Ridge Internship Summer 2018 program. We hope you are as excited about this summer as we are. Your summer is going to be unlike any other as you learn how to do ministry in a whole new way while building relationships and memories that will last a lifetime.

We have several excellent guest speakers, intern events, and programs arranged that will allow you to discuss ministry design, management styles, competencies, program implementation and evaluation, and gospel-centered approaches as you embark on a career in ministry and beyond.

Based on your application and our conversations over the phone, we have worked to place you in a position that will allow you to exercise the skills and gifts that you have in a meaningful way, as well as learn new skills. Below are the details of your placement:

Manager – Sarah Guy and Duane Mellor

Department – Outreach/OneHope

Start Date – May 29, 2018

End Date – August 5, 2018

Stipend – \$150/week

Housing - Provided

The rest of this packet includes more details about the program, your accommodations, Coral Ridge, and life in South Florida. Our staff is thrilled to welcome you to Fort Lauderdale this summer and is eager to see how God will grow and use you in His Kingdom.

If you have any questions, please don't hesitate to reach out to me by phone at 215-740-8548 or via email at [sarah@crpc.org](mailto:sarah@crpc.org).

In Him,

Sarah Guy

Internship Coordinator

# The Goal

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## THEOLOGY

At Coral Ridge, we recognize that all of us live in the shadow of the Fall. However, being continually captivated by the Gospel, we seek to respond to God's grace through the work of reconciliation and renewal in our community and in our world. Because we have all we need in Christ, we are free to love God, others, and free to fail in the pursuit of excellence. We want you to come away from this internship with the knowledge that Jesus' person, work, death, and resurrection – along with the present indwelling of the Holy Spirit – are sufficient to meet every need of every person in every facet of life. As we engage in internship programs, activities, and relationships, we do so with the security that every need is already met in Christ. Ultimately, our goal is that you will carry this into your future work places, relationships, and experiences, wherever the Lord leads you.

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## CULTIVATE

The Cultivate ministry model is built upon the foundation of Gospel-centered and outcome-based ministry. This means that when we develop programs or build new relationships or partnerships, we begin by asking, "Why are we doing this?" We call this the "why" of ministry, and the "why" of ministry matters. It encompasses both the impetus to minister, which is the Gospel, and various end goals of ministry. Outcome-based ministry envisions Kingdom-expanding change affected because of the ministry, and constantly evaluates progress against these visionary outcomes. It seeks to eliminate assumptions and works diligently to gather accurate results for further growth.

# THE FACTS

## LOGISTICS

### ***Girls***

The address for the girls' housing is:

TBA

### ***Guys***

The address for the guys' housing is:

TBA

### ***Packing***

To be adequately prepared for the internship, you should pack the following:

#### CLOTHES:

- Underwear
- Socks
- Pajamas
- Casual Shirts
- Dress Shirts
- Shorts
- Pants/Jeans
- Dresses/Skirts
- Bathing Suit
- Casual Shoes
- Dress Shoes
- Flip-Flops/Sandals

#### TOILETRIES:

- Toothbrush/Toothpaste
- Soap/Body Wash
- Shampoo/Conditioner
- Brush/Comb
- Sunscreen

- Shaving Supplies
- Bath Towel & Wash Cloth
- Beach Towel

#### MISC.

- Bible
- Cell Phone/Phone Charger
- Laptop/Laptop Charger
- Linens (Fitted Sheet, Flat Sheet, Blanket)
- Camera (I know, your phone totally has one).
- Pens/Notebook

Please note: It can get quite chilly in the church (we have really good AC, praise the Lord!), so it may be advisable to pack cardigans or long-sleeved shirts for work and church.

#### ***Transportation***

We expect you to secure your own transportation to get to Fort Lauderdale for the internship, whether by plane, train, bus, or car. We advise you to bring a car if you are able; it will help you get around Fort Lauderdale throughout the summer. If you are unable to bring a car, please let us know your flight/train/bus information prior to your arrival so we can arrange a pick-up from the station/airport.

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## SAMPLE SCHEDULE

### SUNDAY

- 9:00 AM – 10:00 AM – SUNDAY SCHOOL
- 10:00 AM – 10:50 AM – TRADITIONAL SERVICE AND SUNDAY SCHOOL
- 11:15 AM – 12:15 PM – CONTEMPORARY SERVICE

### MONDAY

- 9:00 AM – CULTIVATE TRAINING
- 12:00 PM – 1:00 PM – LUNCH
- 1:00 PM – 5:00 PM – DEPARTMENT WORK

### TUESDAY

- 9:00 AM – 12:00 PM – DEPARTMENT WORK
- 12:00 PM – 1:00 PM – LUNCH
- 1:00 PM – 5:00 PM – DEPARTMENT WORK
- 7:30 PM – CRPC YOUNG ADULTS

### WEDNESDAY

- 9:00 AM – 11:00 AM – THEOLOGY TRAINING
- 11:00 AM – 12:00 PM – STAFF DEVOTIONS
- 12:00 PM – 1:00 PM – LUNCH
- 1:00 PM – 5:00 PM – DEPARTMENT WORK

### THURSDAY

- 9:00 AM – 12:00 PM – DEPARTMENT WORK
- 12:00 PM – 1:00 PM – LUNCH
- 1:00 PM – 5:00 PM – DEPARTMENT WORK
- 7:30 PM – DEBRIEF

### FRIDAY

- (OPTIONAL GROUP OUTINGS)

### IMPORTANT DATES

- Arrival – 5/29/2018
- VBS – TBA
- Departure - 8/5/2018

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## GUIDELINES

### SUBSTANCES

#### *Alcohol*

The Coral Ridge Internship welcomes interns with a variety of perspectives and experiences regarding alcohol use. Consequently, we respect individual consciences about promoting the health of the community, while upholding the reputation and values of Coral Ridge Presbyterian Church. We consider legal alcohol consumption, in moderation, consistent with faithful Christian witness. Please note:

- Underage drinking is not permissible
- Drinking alcohol in excess is not permissible
- Posting content to social media sites demonstrating alcohol use is not permissible
- Drinking directly prior to or during work hours is not permissible

We strongly encourage roommates to dialogue about purchasing, storing, and drinking alcohol in their home prior to doing so.

The Coral Ridge Internship staff reserves the right to prohibit the consumption of alcohol in Coral Ridge Intern housing if deemed necessary. The Coral Ridge Internship staff also reserves the right to define “drinking alcohol in excess” as it relates to its impact on the individual, their work performance, and the community.

#### *Tobacco*

Legal tobacco use is considered compatible with faithful Christian witness. Please note:

- Tobacco use inside of Coral Ridge Internship housing is not permitted
- Tobacco use during work hours and on the Coral Ridge Presbyterian Church campus is not permitted.

#### *Drugs*

The use of illegal drugs (including medications without a legal prescription) is not permissible and grounds for immediate employment termination.

## CONFLICT RESOLUTION

The Coral Ridge Internship seeks to foster a gospel-centered community in which members both love and serve one another. We commit ourselves to resolve conflicts according to biblical principles. This involves prayer as the first step, personal confrontation as the follow-up step, and the counsel of a third party (namely, a leader) as the third and final resort. In all issues of conflict, we commit ourselves to maintain a spirit of confidentiality. The following guidelines will be utilized in facilitating conflict resolution.

### *Intern Conflict*

1. Interns are encouraged to address conflict between one another in one-on-one conversation as quickly as possible.
2. Should reconciliation be impossible in direct conversation, the Coral Ridge Internship staff is available to assist in facilitating successful reconciliation.
3. The Coral Ridge Internship staff reserve the right to intervene in intern conflict should it negatively impact an intern's work performance or the broader community.

### *Work Place Conflict*

1. Interns are encouraged to first address conflict with co-workers or managers in one-on-one conversation as quickly as possible.
2. Should reconciliation between the intern and a member of the Coral Ridge staff is impossible in direct conversation, the Coral Ridge Internship staff is available to facilitate the appropriate next steps to ensure a successful completion of the internship.

## GUESTS

Interns are encouraged to invite friends and family to visit them in Fort Lauderdale during the summer. Please note:

- All guests are welcome to attend the Coral Ridge Internship learning sessions
- Guests are welcome to visit the intern during work hours if previously approved by his or her manager.
- Guests are welcome to stay in The Coral Ridge Internship housing if preciously approved by all roommates.
- Guests of the opposite gender may not stay overnight in the Coral Ridge Internship housing; guests are permitted to stay with other interns of the same

gender. Friends are expected to abide by the Coral Ridge Internship guidelines when staying in the Coral Ridge Internship housing.

## **OPPOSITE SEX GUIDELINES**

The Coral Ridge Internship staff is resigned to the reality that flirting, drama, and dating will be elements of the summer experience. Please note:

- Interns are expected to follow guidelines for interactions with the opposite sex during work hours.
- Interns are encouraged to dialogue with roommates regarding hosting members of the opposite sex, especially as to when and how late.
- Interns are not permitted to be one-on-one with members of the opposite sex in the Coral Ridge Internship housing.
- In agreement with the vast majority of 2,000 years of Christian teaching, premarital sexual activity is not permitted.

## **VACATION**

Please note the following guidelines regarding vacation dates:

- All vacation days must be pre-approved by The Coral Ridge Internship staff and the intern's manager.
- Vacation days are unpaid and compensation will be discussed through open approval.
- The Coral Ridge Internship staff reserves the right to limit the number of vacation days available to interns if days taken are deemed excessive.

## **GUIDELINES VIOLATION**

In the event that interns are reported to violate guidelines, the following steps will be taken:

1. The intern will meet one-on-one with a The Coral Ridge Internship staff member to discuss the circumstances of the reported violations.
2. The Coral Ridge Internship staff member will meet with any other relevant individuals to discuss the circumstances of the reported violations
3. The Coral Ridge Internship staff will meet to discuss appropriate next steps.
4. The intern will have the opportunity to either agree with next steps or complete his or her term of service early. The Coral Ridge Internship staff reserves the

right to terminate employment, in congruence with the intern's vendor contract, if deemed necessary.

## **VOLUNTARY TERMINATION**

If an intern chooses to end his or her participation in the program early, the following steps are necessary:

1. Two weeks' notice is requested; if two weeks' notice is not given, full payment for work completed cannot be guaranteed.
2. An exit interview must be conducted.
3. The Coral Ridge Internship will be unable to assist in travel arrangements should an intern end his or her participation early.

# THE INTERNSHIP

The Coral Ridge Internship includes several components in addition to department work in order to accomplish our mission to create Image Centered Design solutions for problems of the world to further the Kingdom.

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## SPIRITUAL TRAINING

One morning a week, interns will come together for a time of worship and spiritual exploration, hearing from church leaders and other community leaders about what gospel-centered ministry means. Interns and fellows will have the opportunity to dig deeper into the Word, read it critically, and seriously consider its application to their lives and ministries.

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## OUTCOME-BASED MINISTRY TRAINING

Throughout the summer, you will be learning the Cultivate model of ministry. Each week, you will be taught a new step in the process—from Discover, to Design, to Do, to Document, to Dream—and then you will be encouraged to practice and apply that learning in your work for your department. Ultimately, our desire is that you become knowledgeable enough in Outcome-Based ministry that you are able to easily and skillfully use it to facilitate growth in your own work and you are able to teach others to do the same.

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## INTEGRATION IN THE CRPC COMMUNITY

At the Coral Ridge Internship, we maintain an open-door policy. We encourage you to approach each other The Coral Ridge Internship staff, other CRPC staff, and members of the CRPC congregation with questions, ideas, thoughts, or prayers. We do not want you to feel like entities separate from the church; we want you to become immersed in this church community. To promote this integration, we arrange, and later encourage interns and fellows to arrange, host lunches with various church members on Sundays after church. In addition, interns volunteer at CRPC's Vacation Bible School, youth group, projects. This gives interns a tangible idea of what life in ministry is like and allows them to implement what they are learning in trainings in practice. Finally, at the end of the summer, we host an Intern Expo Night to give you the opportunity to present the work you have done and how it will impact the church and the surrounding community.

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## DEBRIEF

One evening a week, interns and fellows will meet as a group to talk about the week, pray together, minister to each other, and be ministered to. This will be an opportunity to bond and grow as the body of Christ through the shared experiences of The Coral Ridge Internship. We will delve into the Word and discuss our triumphs, our failures, our thoughts, and our prayers of the week, all with the understanding that no matter what, we are freed to fail and freed to love because Christ has already accomplished everything for us.

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## CRPC YOUNG ADULTS

Every Tuesday night, the Coral Ridge young adults group, CRPC 20s30s, led by Erick and Julie Anne Vargas, meet for a time of worship, community, and bible study. We strongly encourage interns to attend the Tuesday night meeting to get connected with the members of the young adults community at Coral Ridge and to engage in fulfilling worship and bible study with individuals who are at the same stage of life as our interns.

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## DEPARTMENT PROJECTS

Your outcome-based ministry training will be most gainfully applied through the projects you complete for different departments at Coral Ridge Presbyterian Church. The work of the church is guided both by the call of Christ over it and several strategic initiatives, which help guide the projects and activities to which the church devotes resources. Coral Ridge Interns play a major role in the realization and completion of these activities and initiatives. Throughout the summer, you will work on various projects in various departments, all of which will go to benefit a strategic initiative. For each project, it is expected that you will use the outcome-based ministry model to help you set and achieve goals.

# THE PREPARATION

## BOOKS

In order to prepare for the work and culture of Coral Ridge, we strongly suggest that our interns read a few books, which help them get a better understanding of the theology and principles, which guide our work. These books include:

- *The Medici Effect: What Elephants and Epidemics Can Teach Us About Innovation* by Frans Johansson
- *Generous Justice: How God's Grace Makes Us Just* by Tim Keller
- *How: Why How We Do Anything Means Everything* by Dov Seidman
- *On Being a Theologian of the Cross: Reflections on Luther's Heidelberg Disputation 1518* by Gerhard O. Forde

All of these texts are available on Amazon.

## KOLBE TEST

At Coral Ridge and the Coral Ridge Internship, we use a tool called the Kolbe Index to measure staff and interns' M.O. (method of operation). The Kolbe Test is not a personality or I.Q. test. Instead, it measures your instinctive way of doing things by analyzing what type of work most inspires and motivates you and why. We use this evaluation to pair you with people who will compliment your strengths and to give you work through which you can both maximize your natural abilities and hone skills that come less naturally to you. In order to find your own Kolbe Index score, we will be sending out links for you to complete the test about a month prior to your internship.

## PAPERWORK

All interns are required to complete, scan, and submit via e-mail all the paperwork that is found in the appendix of this packet. Please e-mail completed and scanned forms to [sarah@crpc.org](mailto:sarah@crpc.org) by 4/27/2018