



# Internships Handbook

## CONTENTS

<b>LEAD Internships Overview</b>	Page 3
<b>Study Opportunities</b>	Page 3
<b>Lead Mornings</b>	Page 4
Devotions	
Courses	
Timetable	
Curriculum	Page 5-6
<b>Ministry Involvement</b>	Page 7
<b>Mentoring</b>	Page 8-9
<b>Retreats, Seminars, Conferences, Mission Opportunities</b>	Page 10
<b>LEAD Community</b>	Page 10
<b>Internship Expectations</b>	Page 11

## **LEAD INTERNSHIPS**

LEAD Internships offer an intentional year-long program designed for those looking to grow as a disciple of Jesus. There is a specific focus on helping you learn what it means to Lead like Jesus through teaching, discipling, equipping and practical ministry involvement.

### **Potential Ministry Area Opportunities**

- Children's Ministry
- Youth Ministry
  - *Youth Worship*
- Young Adult Ministry
- Sports Ministry
- Worship
- Media
- Communications
- Pastoral Care
- Men's / Women's Ministry
- Mission Support/Administration
- South Perth
- Bull Creek
- Bentley
- Karawara

## **STUDY OPPORTUNITIES**

### **Australian College of Ministries: ACOM**

To find out more go to <https://acom.edu.au> or scan the QR code.



### ***Undergraduate Certificate in Ministry***

For those looking to get a taster of Bible College and grow and learn while completing an internship. This is a year-long course, completing four units.

Trimester 1: Spiritual Formation (year-long unit); Supervised Ministry

Trimester 2: Introduction to Bible or Theology

Trimester 3: Elective unit - Ministry focus

### ***Bachelor's Degree***

For those looking to complete tertiary biblical studies.

### ***Graduate Certificate in Arts***

For those who have already completed an undergraduate degree.

## **OTHER BIBLE COLLEGES**

If you'd like to look at studying at a different Bible College, we would love to help you explore your options.

*If you'd like to pursue study options as a part of your internship, we will help you find the best option.*



## **LEAD MORNINGS**

*A weekday morning from 9am – 1pm (TBD)*

### **Devotions**

The day will start with time to connect with God and spend time in His word. It will also be an opportunity to connect and pray together.

### **Courses**

This will provide opportunity to go deeper in specific topics, and to be equipped with leadership skills. There will be a range of content and guest speakers.

#### *Weekday Morning*

- SHAPE
- Emotionally Healthy Leadership
- Rare Leader/High Impact Leader
- Multiply – Mission/Discipleship Course
- Leadership Skills Sessions

*Courses Together* runs in the evenings during the year, with opportunities to plug into a number of courses including:

- Alpha
- BLESS
- Grace Life
- Spiritual Life
- Soul Care
- Woman to Woman
- Valiant Man
- Financial Freedom

### **Timetable**

<b>9am</b>	Group time Morning Devotion/Prayer
<b>9:30am</b>	Rotational Leadership Course
<b>11am</b>	Additional Content Mentoring time Meeting with LEAD Coordinator
<b>12:30pm</b>	Team Time (monthly)

## **LEAD MORNINGS CONTENT**

### **Term 1 (Subject to change)**

<b>Week</b>	<b>Content</b>	<b>Other</b>
1	Introduction, Overview, Expectations	LCC Leadership Culture document Kingdom Life Rythmns (KLR)
2	SHAPE	
3	SHAPE	
4	SHAPE	Interns Retreat (24-26 February)
5	Personal Mission Statement / Self Leadership	
6	Guest	Ministry Action Plan (MAP)
7	Character + Integrity	LEAD Night
8	Finding your Leadership Voice	
9	LEAD Term 1 Reflection Presentation	LEAD Gifts

### **Term 2**

<b>Week</b>	<b>Content</b>	<b>Other</b>
1	Emotionally Healthy Leader (EHL) Ch 1 & 2	
2	EHL - Chapters 3 & 4	
3	EHL - Chapter 5	
4	Silence & Solitude Day Retreat	
5	EHL - Chapter 6	Individual Development Plan (IDP)
6	EHL - Chapter 7	
7	EHL - Chapter 8	Self Evaluation / Review
8	Rod / Reflect on KLR, MAP, Mission Statements	LEAD Night
9	EHL - Chapter 9	Lipscomb
10	LEAD Term 2 Reflection Presentation	Lipscomb; LEAD Gifts
Holidays	Lipscomb	

### **Term 3**

<b>Week</b>	<b>Content</b>	<b>Other</b>
1	Celebration Week	
2	High Impact Leader	
3	High Impact Leader	
4	High Impact Leader	
5	Guest	
6	High Impact Leader	
7	High Impact Leader	LEAD Night
8	High Impact Leader	
9	High Impact Leader	
10	LEAD Term 3 Reflection Presentation	

### **Term 4**

<b>Week</b>	<b>Content</b>	<b>Other</b>
1	Multiply	BLESS Project
2	Multiply	
3	Multiply	
4	Multiply	
5	Guest	LEAD Night
6	Multiply	
7	Guest	
8	Multiply	Self Evaluation / Review
9	Multiply	
10	LEAD Term 4 Reflection + Celebration	

## **MINISTRY INVOLVEMENT**

1. Choose ministry area
2. Ministry Leader to oversee
3. Setting goals
  - Kingdom Life Rhythms
  - Ministry Action Plans
  - Goals should relate to practical achievements for the year and also relate to personal growth, challenging and encouraging the Intern in their leadership capacity.
4. Identify tasks/markers/project
  - With Ministry Leader, Intern is to identify tasks or projects to work on throughout the year.
  - First semester should be stepping into current church projects and serving and growing leadership skills in this area.
  - Second semester, the Intern has an opportunity to implement ideas and have ownership of a project or task of their choice, as discussed with ministry leader.
5. Progress Reports/Reviews
  - Ministry Leader is responsible to follow up with Intern regarding progress as required during internship.
  - The Ministry Leader is responsible to encourage and support the Intern throughout the year.
  - Each term, or more often as required, Intern to meet with LEAD Coordinator regarding progress on goals, tasks, projects Intern is working on.
  - Self-Evaluation and 360 Review to be completed at halfway mark and at completion of internship.

## **MENTORING**

### **What does Mentoring Involve?**

By entering into a mentoring relationship, the Intern will have an opportunity to be encouraged, supported and guided in their spiritual walk. The relationship should provide a safe space to share on challenges, fears, struggles, hopes and dreams. The Intern will be encouraged to grow in areas identified, and have a sounding board. This relationship is not a counselling relationship, but pastoral care is encouraged.

#### **Goals**

- Discipleship
- Spiritual Direction
- Accountability
- Pastoral care
- Utilise gifts
- Challenge, Encourage, Support, Develop
- Confidentiality unless disclosing harm

#### **Timeframes**

Commence in February and conclude in November. An expectation to complete between 15-25 hours face-to-face time over the year. Encouraged to meet fortnightly, or as possible for Mentor. Option to continue this mentoring relationship in unofficial capacity after this time frame is met.

### **Commencing Mentoring Relationship**

LEAD Coordinator will help Intern to find a suitable Mentor based on what Intern is looking for from Mentoring relationship. A meeting between LEAD Coordinator, Mentor and Intern will be set up to outline expectations.

The Intern is then responsible to organise suitable times to meet with Mentor over the year, with a minimum of 15 hours face-to-face contact.

The Mentor should not be a family member or close friend of the Intern, or have an authoritative relationship with Intern (eg. boss, employer). The Mentor should be someone who can encourage and challenge the Intern in their spiritual walk.



## **MENTORING**

### **Role & Responsibilities of Mentor**

- Assist the Intern to identify strengths and weaknesses
- Assist the Intern to set goals for year
- Provide discernment and guidance
- Listen
- Keep conversations confidential (as appropriate)
- The Mentor is not expected to be a counsellor or coach

### **Role & Responsibilities of Intern**

- Be willing to grow and share openly
- Set specific goals, both personal and relevant to your internship, for the year
- Respect mentors time, by being on time, communicating clearly and attending sessions
- Organise times to meet with Mentor

### **Concluding year of mentoring**

At the end of November, it is expected that a minimum 15 hours face-to-face contact time between Mentor and Intern has been completed. Ensure you thank Mentor, you may find it appropriate to write a card or give a small gesture of appreciation.

### **MENTORING LOG:**

DATE	TIME	DATE	TIME

## **RETREATS, SEMINARS, CONFERENCES AND MISSION OPPORTUNITIES**

### **Retreats**

It's rare to have un-interrupted time alone with God. Our retreats are designed to allow you to intentionally set aside time to truly be still. It is in this stillness that we will find that God will speak, often profoundly to each one of us.

Spiritual Retreats provide the space for you to receive teaching on spiritual formation and to create the time to put this into practice. We explore disciplines with which Jesus himself richly engaged. Over the year, there are several retreat Interns are encouraged to take part in:

**Interns Retreat** – Feb/March 2026 (date TBD)

**Silence & Solitude Day Retreat** – TBD

**Holy Spirit Retreat** – TBD

### **Seminars**

**LEAD Nights** – Sunday evenings once a term

An opportunity to hear from renowned leaders from our city, state, country and internationally, with the opportunity to discuss and workshop as a LEAD Community.

**Lifestreams All-In LEAD Workshop**

### **Possible Conferences**

**Next Gen Conference** – 2026

**Beyond Conference** – August 2026

**Global Leadership Summit (GLS)** – October 2026

### **Mission Opportunities**

**Lipscomb Team** – June – July 2026

**Other** – potential trips (Indonesia, Nepal, Carnarvon)

## **LEAD COMMUNITY**

As a LEAD Intern, you are also a part of the LEAD Community. This is an opportunity to connect with other leaders, share resources, knowledge and understanding, and be encouraged and grow in leadership development opportunities on offer. You may The LEAD is designed for you to choose from a variety of different opportunities offered throughout the year, including courses, seminars, mentoring, resources and practically serving.

## **INTERSHIP EXPECTATIONS**

**LEAD Internships are an intentional year-long program designed to be intentional and guide you to grow as a disciple of Jesus. There is a specific focus on helping you learn what it means to Lead like Jesus through offering teaching, discipling, equipping and practical ministry involvement.**

*Expectations can be discussed further and adjusted specifically for each Intern.*

**Location:** Lifestreams Christian Church, South Perth

**Timeframe:** Commence Wed 4th February 2026 and conclude Wed 16<sup>th</sup> December 2026.

**Hours:** 4 hours in the morning 8:30am - 12:30pm

4 hours in the afternoon 12:30pm - 4:30pm (*or predetermined time*) in ministry area

Total minimum 8 hour commitment each week.

### **Requirements:**

- Completed Application
- Completed VP and Volunteer Application Form
- Valid Working with Children's Check
- Completed Safe Training (within past 3 years)
- Read & understand Leadership Culture document

### **Commitment to:**

- Intern All-In Mornings
- Ministry Involvement
- Mentoring
- Embrace opportunities to grow in Leadership
- Servant Heart
- Courses, Conferences, other opportunities

While performing the Internship, the Intern agrees and acknowledges the Intern's obligation to:

- perform all work allocated to the Intern to the best of the Intern's ability;
- exercise all due care and skill;
- comply with all lawful and reasonable directions and instructions given to the Intern by officers or employees of Lifestreams during the course of the Internship;
- comply with any and all Lifestreams policies and procedures that apply, or may apply, to the Intern during the course of the Internship;
- at all times comply with any and all legislation, codes or guidelines, in whatever form, that are applicable to the Intern;

The LEAD Internship is not paid, but a donation from Lifestreams Christian Church will be provided each term to assist in covering personal expenses. There will be an expectation for Interns to pay their own way or organise sponsorship for mission trips or conferences.



LIFESTREAMS