



orchard
COMMUNITY CHURCH

SCHOOL OF LEADERSHIP PROGRAM PACKET

Vision

TO TRAIN THE NEXT GENERATION OF MINISTRY AND COMMUNITY LEADERS THROUGH EDUCATION AND MINISTRY EXPERIENCE.

Summary Statement

Orchard Community Church offers the only church-based program in San Diego North County that is offering the highest-level accreditation in education and internship with Northwest University.

Orchard School of Leadership exists to provide people with accredited education opportunities and ministry experience.

- *Undergraduate program that partners with Northwest University which includes an internship with the Orchard.*
- *Orchard Internship provides focusing on ministry skills without college accreditation.*
- *Graduate Internship for those seeking to take the next step in their ministry careers.*

Academic Costs

The cost for Northwest University is competitive with other accredited local and online university's and qualifies for both private and government funded grants and loans (if eligible). There is a tuition reduction of \$500 if you recruit or refer students who enroll up to \$2000 per year.

Core Components

PERSONAL GROWTH

Patterning a lifestyle of growth, including worship to God through prayer and His Word.

MINISTRY TRAINING

Teaching the spiritual, administrative, church systems, fundraising and other responsibilities of ministry.

EDUCATIONAL GOALS

Valuing college education, ministerial credentials, and life preparation.

INNOVATIVE LEADERSHIP

Allowing the creativity, gifts, & skillsets to help shape the future direction of the local church.

AVAILABLE SERVICE

Exemplifying the heart of a servant, willing and available.

Program Overview

Students who choose the undergraduate internship with Northwest University, Orchard School of Leadership will provide a high standard of academic and practical ministry environments. For all of our internships Orchard staff and leaders will speak into your life on a regular basis, providing the education and ministry skills necessary to help you find your place in God's story. Undergraduate students in the Orchard School of Leadership will be able to be enrolled full-time or part-time in Northwest University (NU) taking online classes and classes with a live instructor. Concurrent with your courses, you will apply your education to real-life needs within Orchard's community.

Program Highlights

This program is primarily for:

1. Those who know or think they might be called to full-time ministry and want to explore that calling.
2. Those that want to explore what it means to live out their faith in all aspects of their work experience in partnership with the Church.
3. Those who want an excellent internship program while at the same time fulfilling their education requirement needed to complete their undergraduate or post-graduate degrees.

Program Highlights

- Financial Aid is available from federal sources for qualified students.
- Our partnership educational institutions offer the highest accreditation level possible.
- Previous credits can be used from community colleges, and universities, with the possibility of credits from life experience and institutions without regional accreditation.
- Two and four-year degrees are delivered through online and live instructor components.
- Orchard church staff guide and support you throughout your internship.
- In addition to coursework students will also have a rotating ministry experience, exploring multiple areas of church ministry.

Description of Core Components

1. PERSONAL GROWTH

- a. Quiet Time
 - i. You will be asked to maintain consistent daily quiet time with God, involving prayer & Bible reading.
 - ii. Personal times of worship & prayer are also expected throughout your week.
 - iii. At certain times we will pick one particular book of the Bible to study as a team.
 - iv. Office days collaborating with church staff
- b. Assignments
 - i. As part of the School of Leadership practicum requirement you will be required to read roughly 600 pages a semester. The students will be assigned a book to read by either the School of Ministry & Leadership director, or the ministry leader they are directly working under. Students should plan to read roughly a book a month as part of their program. This is separate from other books you will reading for college courses.
 - ii. You will fill out a monthly assignment check-in sheet and have personal mentorship and discipleship throughout your entire experience.

2. MINISTRY TRAINING

- a. Staff Meetings
 - i. Weekly staff meeting
 - ii. This meeting will include planning and brainstorming for services, outreaches, and the overall direction of the ministry.
 - iii. We will go over schedule & responsibilities for the week and weeks to come.
- b. Administrative Ministry
 - i. This is the side of ministry that often goes unnoticed. You will discover the functions of day-to-day church life.
 - ii. You will develop skills, not only important to ministry, but beneficial to life.
 - iii. You will learn how to run meetings, organize groups of people, plan events, balance a budget, and train others.
 - iv. Professional skills that you will use and develop include Microsoft Office Suite, Photoshop, Premiere, & other graphic/editing programs, podcasting, Church Management Software and e-mail & web promotion.
- c. Pastoral Ministry
 - i. Pastoral ministry involves shepherding and influencing people.
 - ii. You will learn through involvement how to pray & counsel with people, how to prepare lessons & messages, and how to spread spiritual vision and encouragement.
 - iii. Practical applications for pastoral ministry include: sermon & lesson opportunities (not including the main service), hospital visits, and

evangelism. Each week, you will spend time with and encourage at least one person in the church.

- d. Check-In Meetings
 - i. These will take place once a week, in which we will sit down with you personally to help discuss your plan and progress for success.
 - ii. This will be a setting where you can be honest and transparent about where you are at and what you are feeling.
 - iii. This will also be a setting where we will be honest with you, discussing your areas of strength and areas where improvement is needed.
- e. Special Guests & Lessons
 - i. On occasion, we will be privileged to join different ministers, professionals, and teachers for a time of questions and learning.
 - ii. As always, your respect and attention are needed, along with the taking of notes.

3. EDUCATIONAL GOALS

- a. You must be a high school graduate or have an equivalent degree.
- b. Through our educational partnerships you will be able to acquire your Associate or Arts in Ministry Leadership, Associate of Arts (General Education degree, or a Bachelors of Arts in Ministry in Leadership.
- c. College Classes
 - i. Education is a high priority to our program! We believe in your balanced future, more than just in ministry growth. It is our deep desire that you leave our program well-prepared for society and life.
 - ii. You must maintain at least a 2.5 GPA.
 - iii. We do not suggest taking more than 12 units per semester.
 - iv. You are responsible for your own book expenses.
 - v. Please note that you will be receiving 3 units a semester free for being a student at the Orchard School of Leadership which will apply directly to your degree!
- d. We believe in education, in particular, undergraduate and graduate degree programs.
 - i. We encourage students to complete their college education.
 - ii. We feel that personal growth & training *and* college education are two equal and important parts of a student being equipped for their future.

4. INNOVATIVE LEADERSHIP

- a. Leadership Development
 - i. Each week we will meet for the distinct purpose of developing leadership skills.
 - ii. These lessons concentrate on practical leadership issues that you will need in ministry each week, and for the rest of your life.
 - iii. This time will be taught by Orchard staff and church leaders.
 - iv. Following the lesson, there will be a time for questions and practical discussion.

- b. Project & Ministry Leadership
 - i. You will have specific projects & ministries that you will be responsible for.
 - ii. You will spearhead the planning, training, development, and growth for your area.
 - iii. In addition, special projects or events may also fall under your guidance and administration. These may include camps, retreats, or service opportunities.
- c. Creativity & Vision
 - i. You have fresh ideas and ways of thinking from the trends and culture in which you have grown up that are specific for who you are.
 - ii. A key objective of this program is to facilitate the gifts that you bring to the ministry table.
 - iii. This is a key influence you will have on ministry and the future church.

5. AVAILABLE SERVICE

- a. The Heart of a Servant
 - i. Modeled by Christ, we see that the attitude of a servant must be first among those who wish to minister.
 - ii. We must go above and beyond what is asked or required. Be aware of needs and meet them.
 - iii. The School of Leadership also desires to focus on the needs of others and not just our own particular needs.
 - iv. Different weeks will include assisting other departments with key activities and events.
- b. Availability & Flexibility
 - i. Ministry goes through intense seasons. Some weeks or months will require different amounts of time & energy. We want to train you to be ready and step up into the seasons.
 - ii. Ministry is an ever-changing thing. We must remain flexible in our dealings with people and other ministries.
 - iii. We must be open to adjust our schedule to better help others.
 - iv. It is our commitment to respect your personal & family time, as well as to keep open the lines of communication, as we juggle the involvements of ministry. Our weekly staff meetings will also allow us to give notice should a variation in our typical schedule be necessary.

Standard Procedures & Guidelines

1. APPLICATION

- a. All candidates will go through a process to apply for the program, one application for the school and another for the church internship.
- b. Fill out the attached application and forms. Deliver these to the directors.
- c. A meeting with the directors and the candidate will be scheduled. We will go over your application, as well as program details.
- d. If necessary, a meeting with you, your parents, and directors can be scheduled.
- e. A final interview with the senior pastor, directors and candidate will then be scheduled.
- f. Should you be accepted, attend a welcome dinner and orientation.

2. SCHEDULE

- a. The program lasts during the typical Fall and Spring school Semester. Typically this looks like September 1st through April 31st.
- b. Sunday, through Thursday are your workdays. They are filled with office work as well as services, meetings, and training times.
- c. Students are to be available for assignment or work as our planning & schedule require.
- d. The program, coupled with classes you will be taking fulfills more than a full-time job schedule. As such, students are only allowed to carry an additional job with written permission from the Director.
- e. Extra-curricular activities cannot impact/interfere with set ministry & office schedules. These activities must be approved by directors.
- f. Friday & Saturday will be your typical days off. On some weekends, retreats, outreaches, and/or training opportunities may take up all or part of your days off.
- g. **We understand special** circumstances and events will require your absence and they require approval from your supervisor.
- h. Prior approval is required to be excused from office hours, ministry, and services.
- i. Interns/students are encouraged to attend an age appropriate life group.
- j. A typical week's schedule is included, along with set yearly activities and events that will require extra effort. (See orchard internship, job description and current calendar)

3. VACATION, SICK LEAVE, & PERSONAL TIME OFF

- a. Intern/Student is allowed four days of unpaid leave during the 9 month program year. No more than two Sundays consecutively. See supervisor for approval.
- b. You will go through busy and stressful times this year. It is your responsibility to stay healthy and rested by managing your time wisely.
- c. When you are sick, it is your responsibility as the student to personally call the program director. When you are sick and a doctors note may be requested. Similar to your course work at school, you must still lead, complete, and manage ministry responsibilities.
- d. In the event of the death of a family member or loved one, you will be given the necessary time off to attend funeral services and gatherings.
- e. Not calling and not showing up for work (no-call, no-show) is a serious offense and grounds for immediate termination. Communicating is always better.
- f. The demands of school may be so much that you need extra time off from regular office hours. Your expected to communicate with your supervisor in advance.

4. ALLOWANCE, RECEIPTS, & FINANCES

- a. Students are able to raise up to \$1200 a month in monthly support (Approximately \$1,000 in net income). Orchard withholds a 7% payroll tax.
- b. Distribution is paid on normal payroll schedule when funds have accumulated.

5. MORAL GUIDELINES

- a. It is imperative that we live a life above reproach. Immorality is grounds for termination.
- b. The following list, designed for your protection, describes prohibited activities:
 - i. Excessive use of profanity of any kind. God gave us words and we need to use those responsibly.
 - ii. Illegal or excessive consumption of alcohol, smoking or chewing tobacco, and using illegal drugs of any kind.

- iii. Having sex or other inappropriate sexual activities outside of marriage as defined by the bible.
- iv. Breaking the Orchard Worker Covenant.

6. GENDER GUIDELINES

- a. Above reproach interaction with the opposite sex is a required. This is a key to maintaining and growing the influence God has given you.
- b. The following guidelines will help protect you and others.
 - i. Do not touch another person inappropriately.
 - ii. Do not be alone with a member of the opposite sex, this includes but not limited to meetings, car rides, extended private conversations away from public settings, overnights.
 - iii. Keep meetings in an open area, maintaining an open door policy.

7. ROMANTIC RELATIONSHIP GUIDELINES

- a. In accordance with Hebrews 12:1-2, we believe that your experience as student will be greatly enhanced if you set aside this time for the focuses of school, ministry, and your life's direction.
- b. The following guidelines will help you to get the most out of the School of Leadership..
 - i. As a 1st year student, we encourage you not to get involve in a new romantic relationship of any kind with other students in the program. We want you to be able to stay focused and not be distracted as you are forming the foundation for your future educations.
- c. Any questions regarding these guidelines can be addressed on an individual basis.

8. DRESS GUIDELINES

- a. You are representing Jesus Christ, as well as Orchard Community Church.
- b. Dress should be neat, tasteful, and modest.

Orchard Internship
Length: 1 Year (June – June)

Fundraising

This can be done as a support raised position or volunteer.

Module 1 – Orientation & Camps (June)

Introduction to systems and ministry philosophy

- Orchard Philosophy of Ministry
 - Growth Path
 - Leadership Progression
 - Leadership Pipeline
 - 2018 Ministry Goals
 - Practices for Growing a healthy Church
- Management Systems
 - Planning Center
 - People
 - Registrations
 - Check-in
 - Services
 - Basecamp
- Area of Service
 - Students and Children
 - Student Summer Camp
 - Children Mega Sports Camp
 - Leader Recruitment
- Books
 - The Advantage, Lencioni
 - The Teenage Brain, Jensen

Module 2 – Summer Ministry (July – August)

Evangelism and Discipleship Through Events

- Planning an outreach event
 - Determining Metrics of Success
 - Recruiting Ministry Teams
 - Contact work with ministry participants
 - Follow up with event participants
- Areas of service
 - Weekly Middle School Events
 - Weekly High School Events
 - Bi Weekly Hub 45 events
 - Nursery through K events
 - Leader Recruitment
- Books
 - Sustainable Youth Ministry, DeVries
 - The Next Evangelicalism: Freeing the Church from Western Evangelical Captivity, Rah
 - Hurt 2.0, Clark

Module 3- Fall Launch (Sep – October)

Fall Ministry Launches (ministry synergy)

- Observation and assist in ministry fall launches
 - Life Groups
 - Sermon Series
 - Children's ministry

- Leadership Teams
- Student Ministry
- Ministry Leadership Team
- Alpha Team (Ministry Environment Creation)
- Areas of Service
 - All of the above
- Books
 - Rework, Jason Fried and Hansson
 - Center Church, Keller

Module 4- Thanksgiving and Christmas (Nov – Dec)

Outreach and Advent

- Observation and assist in thanksgiving outreaches and Christmas Programming
 - Senior Pastor
 - Worship
 - Mission
 - Outreach (adult & student)
- Areas of Service
 - MMT
 - Main Services
 - Turkey/Food Outreach
 - Student Turkey Bowl
 - Christmas Concert
- Books
 - When Helping Hurts, Corbett
 - Reaching Out, Nouwen

Module 5- Discipleship & Vocation / Preaching / Campus Ministry (Jan – Feb)

- Discover how people grow (children through adult), the art of preaching and campus ministry
 - Senior Pastor
 - Youth and Family Pastor
 - Children Ministry Director('s)
 - Discipleship Team
 - Welcome/Hospitality Team
- Areas of service
 - All of the above
 - Winter Camps/Retreats
- Books
 - Divine Conspiracy, Willard
 - Brainstorm, Siegel
 - Five Smooth Stones for Pastoral Work, Peterson

Module 6- Technology & Theology (March – April)

- Forming a biblical view of technology its theological praxis in ministry.
 - Main Service
 - Worship Nights
 - Student Programing
 - Video Editing
 - Script Writing
 - Graphic Design
- Areas of Service
 - Alpha Team
 - Tech Team
 - Worship Team
 - All of the above
- Books
 - iGods: How Technology Shapes Our Spiritual and Social Lives, Detweiler
 - Slide:ology: The Art and Science of Creating Great Presentations, Duarte

Module 7- Wrap Up (May)

Conclusion and Reflection of Previous months. Pick a favorite area of the internship to conclude time.

Weekly Tasks-

- Publish Media
 - Podcast
 - Sermons
 - Video Sermon
 - Social Media

