

# 2023

# intern manual

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# WORSHIP

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brent dyer  
worship pastor  
[www.cfbcworship.org](http://www.cfbcworship.org)  
[www.championforest.org](http://www.championforest.org)



# welcome...

Dear Interns,


Congratulations and welcome to the Intern Program at Champion Forest Baptist Church!

We believe in the Worship Ministry at Champion Forest. For that reason, we spend time, energy and resources in equipping our interns to be the best they can be, while participating in the Champion Forest Worship Ministry.

You are one of the very few that have the high honor of embarking on this journey. This summer you join a family of interns who have surrendered three months of their lives to be used for God's glory. Thank you in advance for your dedication and hard work. We want to encourage you to dive into this summer. God has big plans for you right around the corner.

This orientation manual is designed to begin the equipping process and form a foundation that will set you up for success. Here at CF we want people to know God in a personal way; grow in maturity and grace through strategic discipleship; and to go into their homes, schools and the world with the life-transforming message of Christ.

Thanks for saying, "Yes," to God this summer and contributing to the worship ministry at CFBC. My prayer is that you will be better for it and that His name will be renowned!



Worship Pastor





about cfw...



**WORSHIP**

**CHAMPIONS**

**Brent Dyer**  
Global Worship Pastor  
Champions Campus  
bdyer@cfbc.org  
832.691.8313

**Beth Mitchell**  
Worship Associate  
Next Gen  
Champions Campus  
bmitchell@cfbc.org  
281.352.5667

**Durell Comedy**  
Worship Associate  
Champions Campus  
dcomedy@cfbc.org  
704.207.7018

**Job Gonzalez**  
Worship Pastor  
Spanish Ministries  
Champions Campus  
jjgonzalez@cfbc.org  
956.648.1592

**Jamie Llefi**  
Worship Associate  
Bilingual  
Champions Campus  
jllefi@cfbc.org  
505.720.6893

**CHAMPIONS**

**Aaron Larvick**  
Worship Associate  
Students/YA  
Champions Campus  
alarvick@cfbc.org  
248.882.4712

248.882.4712  
**Seth Talley**CF  
Worship Resident  
stalley@cfbc.org  
443.786.4109

**Wanda Villegas**  
Administrative Assistant  
to the Worship Pastor  
Office Manager  
Champions Campus  
wvillegas@cfbc.org  
832.794.7762

**Cindy Vaughn**  
Administrative Assistant  
Champions Campus  
cvaughn@cfbc.org  
832.771.1194

**NORTH KLEIN**

**James Coe**  
Worship Pastor  
North Klein Campus  
jcoe@cfbc.org  
713.817.5502  
3.817.5502

**Frances DeLaO**  
Worship Associate  
Bilingual  
North Klein Campus  
fdelao@cfbc.org  
713.447.3103

**JERSEY VILLAGE**

**Caleb O'Neel**  
Worship Associate  
Jersey Village Campus  
coneel@cfbc.org  
937.919.4069 93

7.919.4069  
**Jean Chavez**  
Worship Pastor  
Spanish Ministries  
Jersey Village Campus  
jchavez@cfbc.org  
832.454.0157

832.91  
4.8826  
**Gabby Marin**  
Administrative Assistant  
Jersey Village Campus  
gmarin@cfbc.org  
832.533.4909 832.533.4909

**PSALM 33:3**

### **sing a new song**

- ◆ We strive daily to sing a new song to the Lord in every stage of life.
- ◆ New doesn't necessarily mean "new," but different.
- ◆ We must strive to always be creative in music, in relationships, and in our walk with God.

### **play skillfully**

- ◆ We are called to be good stewards of what God has given us.
- ◆ Each person has his/her own set of special gifts. We must strive not to compare our gifts with others.
- ◆ Although excellence is a priority, we must remember God requires a contrite heart and not perfection.

### **shout for joy**

- ◆ Our prayer is that you find your passion with your truth and shout to the Lord for all His goodness.

**CF staff values**

- T** Trust
- E** Excellence
- A** Authenticity
- M** Mission
- W** Willingness
- O** Optimism
- R** Responsibility
- K** Kindness

**CF directional convictions**

- making disciples
- loving our community
- strengthening the church

### 3 CIRCLES Script

*(Draw: Circle and write in "GOD'S DESIGN")*

The Bible tells us that God has a design for every single area of our lives. He cares about everything and about us. He cares about our marriages, He cares about our parenting, our money, our jobs. He cares about every aspect of our lives. And the Bible says that if we'll operate our lives according to God's design, then we'll live in God's blessing.

*(Draw: Line/Arrow from 1st Circle)*

The problem is that every single one of us has a tendency to depart from God's design because we want to do things our own way. We depart from God's design.

*(Draw: WRITE "SIN" above Line)*

The Bible has a word for this, and the word is "Sin."

The Bible says that all of us have sinned and we all fall short of God's design for our lives.

*(Draw: 2nd Circle and write in "BROKENNESS")*

When we sin against God and depart from His design, we experience what we call "Brokenness." Now, we've all been in broken places in our lives. Brokenness feels like shame, it feels like regret, emptiness, it's the feeling of being used, it's loneliness. When we end up in brokenness, though, it feels like a bad thing, but in a lot of ways, it has the potential to be a good thing because it calls our attention to the need to change.

*(Draw: Squiggly lines out from circle for relationship, money, etc...4 total)*

When we're in brokenness we try to change things and so we maybe dive into another relationship, or we try to make more money, or we try to numb the pain of our brokenness with drugs and alcohol. But whatever it is, we figure out that the change that we need can't really come from inside of us, the change that we really need comes from outside of us. And the Bible says there's very good news for every one of us, and the good news is, that God wants to heal the broken places in our lives.

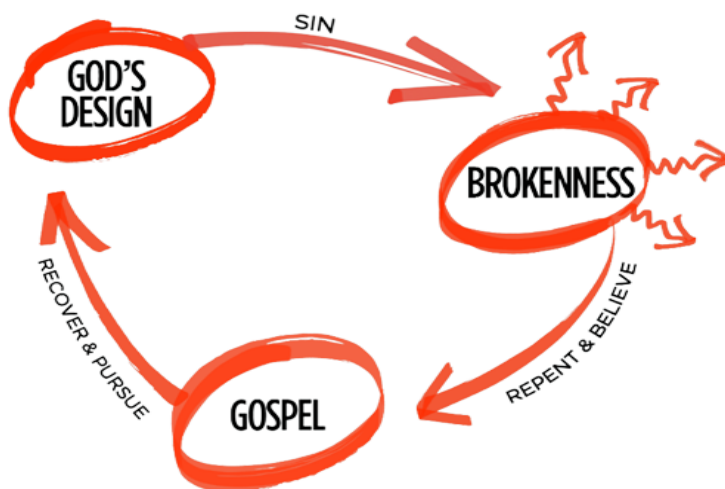
*(Draw: 3rd Circle and write in "GOSPEL")*

The Bible has a word for "good news" and the word is "Gospel." And the gospel is the simple story of how Jesus Christ, the Son of God, He came to earth as a man, He died on the cross for the sins of the world, and He was raised from the dead. Now when Jesus was dying on the cross, God did a miracle. He took the sins of the world, that's your sins and my sins, and He put them on Jesus. But then when God raised Jesus from the dead, God proved that Jesus could do everything for us that He said He could do. He can forgive us of our sins, and He can heal the broken places in our lives.

So the kind of change we need doesn't come from out there (point to second circle) in the world somewhere, *(Draw: Line/Arrow from 2nd circle with word "REPENT")* the kind of change we need comes from the gospel, and the Bible has a word for the kind of change that we need, and that word is "Repent."

Repent means to change our mind, to change our heart, to change our direction. *(Draw: Write "+ BELIEVE" under REPENT)* And when we repent of our sins and we believe the gospel story - the story of the death, burial and resurrection of Jesus - then the Bible says that Jesus comes into our lives, He forgives our sins and He begins to heal the broken places in our lives. (

*Draw: Line/Arrow from 2nd circle to 3rd circle with "RECOVER + PURSUE")* And because He does that, then we have the opportunity to recover and pursue God's design for our lives. Script: Now when God comes into our life, He then takes us and He sends us back out into a broken world as ambassadors for his kingdom so others can find out about how Jesus can heal them also.







before you lead...



**WORSHIP**

### **the bible**

- ◆ We believe that the Bible is the Word of God, divinely inspired; that it is inerrant in the original manuscripts and preserved by God for us; that it is authoritative for this church and each of us for every age.

### **god**

- ◆ We believe that God exists eternally in three persons: Father, Son, and Holy Spirit. These three are one God. We believe God created the universe by His power and Word. We believe that God is all knowing, all powerful and ever present.

### **jesus**

- ◆ We believe Jesus Christ was sent by God the Father into the world to save sinners. We believe that Jesus Christ was virgin born, sinless in life and mighty in words and deeds. We believe Jesus was both God and man, that He was crucified for our sins and was bodily raised from the dead. He then ascended to His Father's side where He is head of the church and intercedes for believers. We believe Jesus Christ is coming again personally, visibly and bodily to reign as Lord.

### **holy spirit**

- ◆ We believe the Holy Spirit is a Person, is God and has all the divine characteristics. He indwells all believers, baptizes and seals them at the moment of salvation. He fills them in response to confession of sin and surrender to Him.

### **salvation**

- ◆ We believe that Jesus, through His death on the cross, provided salvation for all. However, to receive salvation one must repent of sin and trust Jesus Christ alone. The true believer is eternally secure and cannot lose his salvation. He may, however, lose his joy by sin and bring the loving discipline of the Father upon himself. All who have received Christ will at death depart to be with Christ in their spirits and at Christ's return receive a new body which will be like His glorious body.

### **the church**

- ◆ We believe a New Testament Church is a local body of baptized believers who have agreed together to worship Jesus Christ, edify the believers, evangelize the lost and minister to others. The church has two ordinances: baptism and the Lord's Supper. Baptism symbolizes the death, burial and resurrection of Jesus Christ and the new life we have in Him. The Lord's Supper is a reminder of Christ's death and anticipates His second coming.

## I BELIEVE...

- ◆ in the literal resurrection of Jesus Christ.
- ◆ miracles were supernatural occurrences as presented in the Biblical account.
- ◆ in the eternal security of the believer.
- ◆ in a literal heaven, hell and a personal devil.
- ◆ the Bible is without error in its original form.
- ◆ the Father, Son and Holy Spirit are three persons, but one God.
- ◆ that a Christian receives all of the Holy Spirit when he is saved, that the Holy Spirit is not a second blessing and that the Holy Spirit is not manifested by speaking in tongues.
- ◆ that man was created by God and did not evolve from something less than human.
- ◆ in the priesthood of the believer, that all Christians have direct access to God.
- ◆ in the power of prayer to affect and change lives.
- ◆ that Jesus Christ was born of a virgin.
- ◆ when any person repents of their sin and turns by faith to Christ, he/she is saved by grace.
- ◆ that God foreknows infallibly all that shall come to pass.

### **genuine love of Christ**

*“for Christ’s love compels us...” II Corinthians 5:14.*

- ◆ No other motivation is sufficient to carry you through the rigors of working with people over a long period of time; Christ’s agape love just gives and gives without expecting a response.

### **sincere love**

*“Love must be sincere...” Romans 12:9.*

- ◆ A sincere love for the person will speak volumes to them. People appreciate authenticity in every aspect of life. We must strive to be authentic in our love for them. Remember, seek first to understand.

### **flexibility (joyflex)**

*“Preach the Word; be prepared in season and out of season; correct, rebuke, and encourage—with great patience and careful instruction.” II Timothy 4:2.*

- ◆ Each service, each rehearsal, each event, is a different set of circumstances. Frustration sometimes comes when things don’t happen the way you expect. Learn to be “joyflexible.”

### **enthusiasm**

*“Whatever you do, work at it with all your heart, as working for the Lord, not for men.” Colossians 3:23.*

- ◆ Gloom and negativism are contagious—but so is enthusiasm! Serving God by ministering to people is one of the highest callings in the kingdom of God. Serve Him—enthusiastically with all your heart.

### **dependability**

*“Well done, thou good and faithful servant.” Matthew 25:21.*

- ◆ The greatest ability is dependability! If you fulfill your responsibilities to the best of your ability, you will honor the Lord and see a fruitful ministry.

### **sensitivity**

*“Each of you should look not only to your own interests, but also to the interest of others. Your attitude should be the same as that of Christ Jesus.” Philippians 2:4-5.*

- ◆ Compassion is feeling the need of others to the point that you do something about it. Biblical love is not passive; it is always active. It reaches out. It empathizes. It is personal. Be very tender with peoples’ feelings.

### loyalty

*"All men will know that you are my disciples if you love one another." John 13:35.*

- ◆ If the leadership team functions in harmony and genuine love, it will spread to people. Let's support one another, empathize with one another, and encourage one another.

### confidentiality

*"Be very careful, then how you live—not as unwise, but as wise." Ephesians 5:15.*

- ◆ Confidential conversations between you and any worship ministry staff member must stay between you and that person. What we discuss in worship meetings does not necessarily need to be communicated to others.

### strength and firmness

*"Be strong in the Lord and in His mighty power." Ephesians 6:10.*

- ◆ Remember you are a son or daughter of the King of Kings with all the rights and privileges that go with it. Therefore, act like one in royal humility.

### patience

*"Be joyful in hope, patient in affliction, faithful in prayer." Romans 12:12.*

- ◆ We tend to be judges when we should be patient leaders. We must win the right to be heard and this takes time. We should strive to see people through the eyes of the Lord.

### above reproach

*"..the overseer must be above reproach...I Timothy 3:2.*

- ◆ As a member of the Worship Ministry team, you are a representative and ambassador of Champion Forest Baptist Church. As such, it is imperative that you model a strong Christian witness at all times whether on campus or off.

### consistency in spiritual life

*"I am the vine, you are the branches. If a man remains in me and I in him, he will bear much fruit; apart from Me you can do nothing." John 15:5. "Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God." Philippians 4:6.*

- ◆ There is no way to be an effective intern in the Champion Forest Worship Ministry apart from a daily, vital, personal walk with Christ. Make time for prayer and Bible study.

intern responsibilities...



**WORSHIP**

# intern responsibilities...

## CFWM intern

**As an intern at CF, you can expect to wear a lot of different hats. Although your responsibilities will change throughout the summer based on needs of the ministry, here's an overview of what will be expected of you:**

- ◆ Guard and grow your relationship with Christ.
- ◆ Support staff as needed in all functions, events, responsibilities and administrative duties.
- ◆ Prepare for weekly Bible Study, as assigned.
- ◆ Assist in preparations as needed for any and all worship venues.
- ◆ Schedule and plan events to minister as needed.
- ◆ Attend CF events, activities and meetings.
- ◆ Support CF events, activities and staff.
- ◆ Attend weekly staff meetings and develop list of responsibilities for each week.
- ◆ Be sensitive to and available for urgent after-hours ministry needs, realizing that ministry is a 24/7 job.
- ◆ Maintain assigned office hours, as well as after-hours as needed.
- ◆ Commit to teamwork. We're in this together.
- ◆ Have humility of spirit; God ultimately gets all the glory.
- ◆ Be a risk-taker. Be willing to risk & fail, going beyond the norm.
- ◆ Don't be afraid to ask questions if you are in doubt or just don't know.
- ◆ Expect change. It'll happen. (Joyflex)
- ◆ Own the big-picture of ministry. We are part of CF, not just the Worship Ministry.
- ◆ Practice grace and serve each other with uncommon love.
- ◆ Always have a spirit of expectation for God to move.



### I WILL ...

- ◆ pursue my relationship with Christ wholeheartedly, through daily quiet time, prayer, appropriate relationships and responsiveness to the Holy Spirit.
- ◆ be respectful at all times to myself, others and all property.
- ◆ honor all authority placed over me (including staff members, parents, teachers) by being submissive, respectful, mannerly and courteous.
- ◆ make sure my appearance honors the Lord by wearing modest and appropriate clothing and protecting my temple. If I have any questions about what is appropriate and honoring, I will consult a Worship Staff member.
- ◆ be Christ-like in my actions, exhibiting self-control, humility, service and a teachable spirit in all I do—at church or away—knowing that I am an example to students and a representative of Champion Forest Baptist Church.
- ◆ attend all events and fulfill my responsibilities with enthusiasm and energy.
- ◆ honor the Lord with my Twitter, Facebook or other social media, making sure that it is pleasing to the Lord and edifying to others.
- ◆ when communicating with a high school student and younger, I will have another person in the communication. 3 person rule for texting, emails, apps etc.
- ◆ make relating to people my number one priority at all events and activities.
- ◆ prepare wholeheartedly for each event and activity—spending adequate time in study and prayer.
- ◆ make sure any opinions I express to people reflect Biblical principles and the core beliefs of CFBC.
- ◆ diligently pursue restoration in a Christ-like manner, and seek help from a staff member if necessary, in the event of a conflict with another person,
- ◆ not use or be in possession of alcohol, tobacco, pornography or any illegal drugs at any time during my term of service.
- ◆ complete and follow all the guidelines of Safe and Secure. This includes refraining from any inappropriate contact with staff/children/students/members. I will report any suspicious behavior to the ministry staff.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# need to know...

## **rock.cfbc.org**

- database, resources, metrics, etc
- staff resources, handbook, operations, etc
- <https://rock.cfbc.org/resources> |

## **<https://app.espace.cool/Account/Login>**

- Espace for calendaring, spaces, resources, etc

## **Microsoft Teams**

- communications between staff and ministries
- check for Public and Private Channels to turn on notifications

## **[www.planningcenteronline.com](http://www.planningcenteronline.com)**

- service planning, worship team scheduling, song library
- Top 100 English and Spanish Song List

## **[eselfserve.com](http://eselfserve.com)**

- Employee Management System
- Time Away, paystubs, etc



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remember...

You are called first and foremost by Jesus Christ.

You are not here by chance.

Everything you do matters.

What you model, you'll multiply.

Leadership is a stewardship.

It is temporary and you are held accountable.

