

Dear KBC Intern,

We are so excited for you as you begin this 10 week internship. We pray that this opportunity will produce some incredible fruit in your life. God has been working in Kauai and we are so glad that you will get a chance to participate in this work with us.

Allow me to encourage you from the get go to throw yourself into the work of God. Serving people by the power of the Holy Spirit is the most rewarding thing you will do on earth. As the writer of Hebrews says; "Cast off" so that you can "run with endurance." Do it! Get ready to run hard and serve Jesus all semester long.

The following intern manual is intended to serve as introduction to the college and your role here. Please read carefully over the material in this manual so that we can build off it as we develop your role this semester.

Thank you for making this commitment to serve. As much as we believe you will be blessed to participate in ministry with us, we know that your service is invaluable to the function of the College. We could not run Kauai Bible College without our interns. Again thank you and may God richly bless your season at KBC.

In Christ,

*Josh Turansky*  
Kauai Bible College

## **Intro to Kauai Bible College**

### ***What is Kauai Bible College's Mission***

It is our mission to make disciples of Jesus; semester by semester, resulting in students that have a close personal relationship with the God of the Bible, students who know how to study the Bible, students who know what the Bible says, and students who are doing what the Bible says (living a biblical life) as Christian workers, Disciple Makers, and Servant Leaders.

Our means of accomplishing this mission is by being a school staff modeling a biblical lifestyle, valuing a biblical lifestyle, teaching a biblical lifestyle, and rewarding those who display a biblical lifestyle.

### ***What is the History Behind Kauai Bible College***

1997: Shortly after Pastor Bob Hallman arrived in Kauai God showed him that the church would have a Bible College in the future. This promise seemed to be a ridiculous at the time. The church only had 50 people attending on Sundays. But Pastor Bob stepped out in faith and completed the extension campus application so that Calvary Chapel Kauai could start an affiliated CCBC campus. For the next ten years Calvary Chapel Kauai would offer one class per semester. These classes were usually taught by Pastor Bob or another pastor in the church.

2000: During the Summer of 2000 Josh and Melinda Turansky interned at Calvary Chapel Kauai while they were on break from attending the Bible College in Murrieta, California. Both Josh and Melinda were deeply impressed by Pastor Bob's ministry and developed a love for the church. During the following year Josh and Melinda staid in touch with Pastor Bob who would joke about their someday return to the island as directors of the Bible College.

2007: In 2007 that joke became a reality. The Turanskys moved their family from Southern California to Kauai along with 15 interns so that they could build the Bible College campus on the church's 66 acres. The part time extension campus became a full blown residential program with an extensive teaching schedule, dorms for men and women, full time staff members, and a full time internship program.

2009: Kauai Bible College now offers 15-18 live classes per semester. The campus can house 27 full time students, and 8 staff members. We have also had over 30 different members of the community participate in classes.

An evolving concept and growing vision to disciple the student who attend semester by semester

It has been our commitment since 2007 to provide short term internship opportunities.

### ***What is the mission for KBC short term internships***

1. To provide young adults with ministry experience, leadership training, spiritual discipleship, a foundation for future ministry opportunities.
2. To provide Kauai Bible College with additional staff to assist in the operation of the campus and disciple students who attend.

### ***What should a short term intern expect***

- Expect to be a servant leader amongst Bible College students
- Expect to be disciplined
- Expect to be making disciples
- Expect to be a student who is learning, just as much as you are a worker performing weekly tasks
- Expect to be working six days a week; at least 30 hours a week in addition to attending the required meetings

### ***What should a short term intern not expect***

- They should not expect to be hired full time once their internship is complete. This happens on occasion, but it is in no way guaranteed.
- They should not expect a 9 - 5 schedule. Ministry does not work into that kind of box. At the same time we will try to provide a designated day off every week.

### ***What do we expect for our interns***

- They are committed to being servants amongst the students
- They are ready to participate with the KBC leadership team
- They will be proactive in their designated areas of responsibility
- They will be proactive as a problem solver, even when the problem is outside their area of responsibility
- They will be involved in discipling students
- They will be teachable

## **General Organization of Internship**

### ***What meetings are interns required to attend on a weekly basis?***

- Sunday Church (8:30 - 12:00 PM)
- Monday Afternoon Discipleship 101
- Wednesday Morning Prayer
- Wednesday Night Bible Study
- Friday staff meeting
- Morning Devotions (Monday, Tuesday, Thursday, Friday)

### ***Discipleship with Staff***

- Who will be discipling the intern throughout their stay?
- What should each intern expect from their discipleship experience?
- How important is it to us?
- What homework will be required?

### ***Rules***

All student rules apply to our staff and interns

### ***What is the intern financially responsible for?***

The short term Summer internship cost \$1350 for the four months. This covers the cost of food and costs incurred on the facility.

Please note: these payments are nonrefundable after the first two weeks of the interns arrival.

### ***What is provided by KBC during the internship?***

- Housing
- Meals with the students
- Books required for discipleship

### ***Schedule***

Please meet with your supervisor to get a list of your responsibilities. Once you have this list you will need to make a first draft of your schedule. Please make three copies of this rough draft schedule: one for yourself, one for your supervisor, and one for Josh.

We will review your schedule to make sure that it suits everyone. Once this schedule is confirmed you will be held accountable to it.

**Accountability**

Each intern is held accountable to perform their tasks, homework and discipleship.

**Discipline**

Kauai Bible College handles discipline according to Matthew 18. We first approach the individual privately to address the offense. If the individual repents and asks for forgiveness they will be forgiven. If they don't receive correction they will be addressed with the director and another staff member. Our hope is always to restore anyone who has sinned.

There are some offenses that will require expulsion from the college even when there is repentance. Those offenses would include but are not limited to sexual sin, drug or alcohol use, physical abuse, and rebellion

**Involvement with local church (CCK)**

The church is always doing outreach events in the community as well as other activities. We want the interns to be involved in these things as much as possible. We will try to help each intern have a schedule that allows for these events.

**Transportation:**

Interns are responsible for finding their own transportation for their own personal use. The white Bible College van can be used for Bible College purposes only.

**Other Expenses:**

We recommend that you have at least an extra \$50 a month for spending money. That money maybe used for transportation, toiletries, entertainment, shopping and so on.

**What to Bring:**

Bring clothing for warm weather. But also bring a wind breaker or sweatshirt for the evenings. The wind makes things a bit chilly. Don't bring many valuables; especially the guys. The Turansky house does have a safe in it, but it wont fit all your gold bricks. Most things can be purchased on the island. They have a Wal-Mart and a Costco.

**Part Time Jobs:**

It is fine if interns need to have a part time job over the summer. We ask that only interns who need a job get a job. We will be very busy and the interns with extra work will be even more busy. Interns who work part time jobs need to limit their hours to 10 or less per week.