



**CAMP KWASIND**  
**INTERNSHIP**  
**HANDBOOK**

# Program Overview & Formation Rhythm

## Welcome to the Internship

The Camp Kwasind Internship is a formation first leadership journey designed to help interns grow spiritually, healthy leadership practices, and discern God's calling in their lives.

This is SO MUCH MORE than simply a job or a placement. It is an invitation to:

- Be rooted deeply in Christ
- Practice leadership in real ministry contexts
- Live in Christian community
- Serve the Church, the camp, and the wider world faithfully

Interns are expected to engage fully spiritually, relationally, and practically.

## Purpose of the Internship

The purpose of the Camp Kwasind Internship is to form spiritually grounded, emotionally mature, and ministry tested leaders who are equipped to serve in:

- Local churches
- Camps and Christian organizations
- Community and mission-based ministries
- Lay leadership roles

Formation is prioritized over output. Faithfulness is valued over perfection.

# The Formation Journey

The internship follows a clear rhythm of Gather-Go-Return-Lead.

- Sept-Nov: Formations & Service at Camp Kwasind
- Dec - Jan: Church Immersion in CBOQ churches
- Jan-Feb: Incarnational Ministry – Local & Beyond
- March-April: Integration & Leadership at Camp Kwasind

Each season builds on the last, helping interns move from self focused leadership to a servant leadership emphasis as they learn, grow and serve as a person who will make a maximum impact.

## Formation Commitments

Interns commit to participating fully in the following formation practices:

### **Spiritual Practices**

- Daily personal Scripture engagement
- Guided Spiritual practices
- Communal worship, prayer, and reflection
- Development and maintenance of a personal Rule of Life

### **Community Life**

- Living and serving in Christian Community
- Practicing healthy communication and conflict resolution
- Giving and receiving feedback with humility
- Supporting fellow interns and staff

### **Leadership Development**

- Participating in leadership training sessions
- Practicing servant and situational experiences
- Taking increasing responsibility throughout the year
- Reflecting honestly on leadership strengths and growth areas
- Practicing leadership growth through service of others

# Weekly Elements during Ministry & Rental Groups

During ministry & rental group seasons (Sept-Nov & March-May) interns will generally follow a weekly rhythm that will include the elements below along with serving the needs of the midweek and weekend rental groups while still being able to have 2 days off each week.

## Formation & Reflection

- Spiritual practices and teaching
- Personal reflection and journaling
- One on one check ins or mentoring
- Community-building activities

## Leadership Training

- Leadership theory and theology
- Case studies and practical application
- Group discussions

## Work & Skill Development

- Full workday serving camp operations
- Emphasis on excellence, stewardship, and teamwork
- Brief prayer rhythms built into the day

## Ministry Practice

- Teaching labs and facilitation practice
- Small group leadership
- Conflict management and feedback training

## Preparation & Presence

- Personal devotion and reflection
- Guest group preparation
- Rest and readiness for weekend ministry

## Guest Group Ministry (Mid Week or Weekend)

- Serving and leading guest groups
- Rotating leadership responsibilities
- Practicing hospitality, pastoral care and teamwork

## **Curriculum Focus:**

### **Sept-Nov – Incarnational Ministry At Kwasind**

#### ***Interns will serve at Kwasind to:***

- Host and facilitate Mid Week and Rental Groups
- Provide school groups with trainings and program
- Learn hospitality, hands-on cleaning and administrative skill sets

### **Dec-Jan: CBOQ Church Immersion**

#### ***Interns will serve in CBOQ churches to:***

- Lead youth / kids programming
- Observe & participate in church life
- Learn pastoral rhythms and team ministry
- Engage in worship, teaching, and care
- Interns will be guided by reflection questions and pastoral feedback

### **January – Mission Placement \*\* Fees for this are paid for by interns**

#### ***Interns will participate in a mission experience (global or domestic) designed to:***

- Broaden understanding of God's local & global kingdom
- Practice humility, adaptability, and dependence on God
- Serve alongside diverse communities

### **February – Muskoka Community Ministry**

#### ***Interns will serve locally to:***

- Practice faithful, incarnational ministry
- Engage with community needs and businesses
- Learn the value of long-term, unseen service

### **March-May – Incarnational Ministry At Kwasind**

#### ***Interns will serve at Kwasind to:***

- Host and facilitate Mid Week and Rental Groups
- Provide school groups with trainings and program
- Learn hospitality, hands-on cleaning and administrative skill sets

## Expectations of Interns

### **Interns are expected to:**

- Engage fully in all aspects of the program
- Maintain spiritual disciplines
- Serve with humility and excellence
- Be teachable and open to feedback
- Communicate honestly with supervisors and staff
- Represent Camp Kwasind and the Church with integrity

This internship will challenge interns spiritually, emotionally, and practically.

## Evaluation and Support

### ***Interns will receive:***

- Regular check-ins and mentoring
- Informal and formal feedback throughout the year
- End of season evaluations
- Affirmation of gifts, character, and readiness for future ministry

The goal of evaluation is growth and discernment, not comparison.

## Completion & Sending

The internship concludes with a season of reflection, affirmation, and commissioning.

### ***Interns will be encouraged and supported as they take next steps into:***

- Church leadership or internships
- Christian Post-Secondary studies, seminary or further training
- Camp or ministry roles
- Lay leadership in local churches
- Life

Camp Kwasind sends interns forward with prayer, blessing, and confidence in God's continued work.

## Final Encouragement

This internship is an invitation to slow down, listen deeply, and lead faithfully. Interns are not expected to have everything figured out, but only to walk attentively with God and others as He shapes them for His purpose.

# Spiritual Practices & Way of Life

## Overview

The Camp Kwasind Internship is formation-first. Spiritual practices are central to growth as a leader, follower of Christ, and member of Christian community. Interns are expected to engage consistently in spiritual disciplines that nurture a deep, personal relationship with God and provide the foundation for leadership and service.

Spiritual practice is not to be a forced duty, instead it is to be a way of life is a daily desire...it is a core part of the internship and the primary way God shapes character, wisdom, and discernment.

## Daily Practices

**Interns are expected to establish and maintain a daily rhythm of spiritual engagement:**

- Scripture Reading & Reflection: Daily engagement with the Bible, both personal and guided by program resources.
- Prayer & Devotion: Intentional time in prayer, listening, and in communion with God
- Journaling & Reflection: Documenting insights, growth, and personal reflections to track formation over time.

These Practices are designed to help interns grow in intimacy with God and self-awareness.

## Weekly Rhythms

**Weekly Rhythms build on daily habits and create community accountability:**

- Corporate Worship & Prayer: Participation in camp worship gatherings, devotions, and prayer meetings.
- Spiritual Formation Sessions: Weekly teaching, mentorship, or reflection groups led by staff or guest leaders.
- Mentoring & One on One Check Ins: Guided conversations to process spiritual growth, leadership challenges, and relational dynamics

## Seasonal Formation

**Each season of the internship emphasizes specific aspects of spiritual growth:**

- Fall- Formation & Foundation: Building core spiritual disciplines and understanding and a personal Way of Life rooted in the life of Jesus.
- Church Immersion (Dec-Jan): Observing and participating in broader church life, learning pastoral rhythms and team ministry.
- Mission & Local Ministry (January-February): Practicing incarnational ministry, adaptability, and dependence on God.
- Spring- Leadership & Integration: Applying spiritual formation in leadership, community, and practical ministry contexts.

## The Way of Life

**A Way of Life is a personal framework for spiritual growth, accountability, and intentional living. Interns are expected to:**

- Develop a Way of Life that integrates daily, weekly, and seasonal spiritual rhythms.
- Review and adapt the role regularly with guidance from mentors or supervisors
- Align personal practices with community life, ministry responsibilities, and personal growth goals.

A Rule of life helps interns maintain balance, focus, and intentionality throughout the internship year.

## Formation in Community

**Spiritual practice is both personal and communal. Interns are expected to:**

- Share insights, struggles, and learnings with the community when appropriate.
- Encourage and pray for one another.
- Participate in group spiritual exercises and reflection sessions with openness and humility.

## Intentionality & Accountability

**Spiritual formation requires discipline and accountability. Interns are encouraged to:**

- Seek feedback from mentors, supervisors, and peers regarding spiritual growth.
- Be honest about struggles, doubts, or challenges in maintaining rhythms.
- Treat spiritual practice as both a personal commitment and a contribution to community growth.

## Final Encouragement

Spiritual practices and a Way of Life are tools for growth, not burdens to check off. Interns are invited to walk attentively with God, letting their time, energy, and actions reflect a life increasingly rooted in Christ, shaped by discipline, and flowing into service.

# Community Life & Conduct

## Life in Christian Community

The Camp Kwasind Internship is lived out in shared life and shared mission. Interns are invited into a Christian community marked by grace, honesty, mutual care, and responsibility.

**Community life is not always easy, but it is deeply formative. Interns are expected to:**

- Participate actively in community rhythms
- Care for the wellbeing of others
- Contribute to a culture of respect, encouragement, and trust
- Recognize that personal choices affect the wider community
- Christian community is not optional to formation...it's essential and life giving.

## Posture & Character

**Interns are expected to conduct themselves in ways that reflect the character of Christ in all settings, both on and off camp.**

This includes:

- Humility and teachability
- Integrity and honesty
- Respect toward staff, guests, and fellow interns
- Emotional maturity and self-awareness

Interns are expected to take responsibility for their words, actions, and attitudes.

## Communication & Conflict Resolution

**Healthy communication is essential in a close-knit ministry environment.**

**Interns are expected to:**

- Communicate clearly, respectfully, and directly
- Address concerns promptly rather than allowing resentment to build
- Speak with others, not about them
- Seek understanding before assuming intent

**When conflict arises, interns are expected to follow a Matthew 18 model:**

- Speak directly to the person involved
- Seek mediation if resolution is not reached
- Involve proper leadership when necessary

Conflict handled well is viewed as an opportunity for growth.

## Accountability & Support

Interns are not expected to navigate challenges alone.

**Interns are encouraged to:**

- Seek support from supervisors, mentors, and trusted leaders
- Invite accountability in spiritual, relational, and personal areas
- Be honest about struggles, limitations, and concerns

Asking for help is seen as wisdom, not weakness.

## Technology, Media & Online Presence

**Interns represent Camp Kwasind and the Church in both physical and digital spaces.**

**Interns are expected to:**

- Use technology in ways that are healthy, responsible, and respectful
- Avoid content or communication that undermines Christian witness
- Practice discernment in social media engagement
- Be fully present during formation, work, and community times

Excessive or inappropriate technology use may be addressed as a formation issue.

## Romantic Relationships

Romantic relationships can be meaningful but also carry significant influence within community life.

Interns are expected to not engage in romantic relationships during the internship program.

**This guideline exists to:**

- Protect community life and formation
- Minimize distractions from the internship's spiritual and leadership focus
- Ensure all interns can fully participate in ministry, work, and shared life without relational tension

**Interns are encouraged to:**

- Focus on personal growth, community, and formation during the program
- Seek guidance from supervisors or mentors if questions arise about boundaries or relationships
- Prioritize community wellbeing and integrity in all interactions

The expectation is designed to support healthy formation, shared focus, and unity throughout the internship.

## Personal Conduct

Interns are expected to uphold the Canadian Baptists of Ontario & Quebec and Camp Kwasind's policies, beliefs and value while also modeling responsible personal conduct. This includes:

- Compliance with all CBOQ and Camp Kwasind policies
- Avoidance of illegal or harmful behaviours
- Respect for shared spaces, property, and resources
- Failure to comply may result in disciplinary action.

## Safe, Respect & Inclusion

Camp Kwasind is committed to creating a safe and respectful environment for all.

Interns are expected to:

- Treat every person with dignity and respect
- Uphold child and youth protection policies
- Report concerns related to safety or misconduct promptly
- Contribute to a culture where concerns can be raised without fear

## Living Arrangements & Shared Spaces

Interns share responsibility for maintaining healthy living environments.

Interns are expected to:

- Respect personal and shared spaces
- Participate in cleaning and maintenance routines
- Practice hospitality and consideration
- Address issues proactively and respectfully
- Shared living is viewed as part of the formation process.

## When Expectations Are Not Met

When community or conduct expectations are not met:

- Concerns will be addressed promptly and pastorally
- Interns will be invited into conversation, reflection, and growth
- Support and accountability will be offered
- Continued concerns may lead to formal intervention or program review

The goal is always restoration, growth, and clarity.

## A Word on Grace and Responsibility

Grace and accountability go hand in hand. Interns are invited to live honestly, receive grace freely, and take responsibility seriously. Christian community thrives when individuals choose faithfulness, humility, and love.

# Roles, Responsibilities & Work Expectations

## Overview

The Camp Kwasind Internship is a formation first program, but it is also a real ministry and work environment. Interns are expected to contribute meaningfully to the life and operations of the camp while engaging intentionally in formation and leadership development.

### Work is viewed as:

- An act of service and stewardship
- A context for spiritual and leadership formation
- A way of loving others and supporting ministry

Interns are not simply helpers they are developing leadership through faithful work.

## Primary Role of Interns

**Interns serve in a variety of roles that support Camp kwasind's mission and operations. Responsibilities may include:**

- Supporting guest group ministry and programming
- Assisting with camp operations and facilities
- Participating in leadership and formation activities
- Serving alongside staff ministry, hospitality, and support roles
- Specific assignments may vary depending on season, gifting, and camp needs.

## Work Expectations

### Interns are expected to:

- Serve diligently and responsibly in assigned roles
- Approach all tasks with humility and excellence
- Be punctual, reliable, and prepared
- Demonstrate a willingness to learn and receive direction
- Adapt to changing schedules and responsibilities

No task is considered “beneath” an intern when it serves the mission and community.

## Ministry and Operational Balance

**Interns will experience ministry facing and operational responsibilities.**

**This balance is intentional:**

- Operational work supports ministry outcomes
- Ministry work is grounded in faithful service
- Both contexts shape character and leadership
- Interns are encouraged to view all work as meaningful formation, not a distraction from calling.

## Authority, Supervision & Communication

**Interns operate within established leadership structures.**

**Interns are expected to:**

- Respect the camp's chain of command
- Receive direction from supervisors and designated staff
- Communicate questions, concerns, or limitations promptly
- Seek clarity rather than assume expectations

Clear communication is essential for trust and effective teamwork.

## Initiative & Ownership

**As interns grow in confidence and competence, they are encouraged to:**

- Take appropriate initiative
- Identify needs and propose solutions
- Lead tasks or small teams when invited
- Reflect on leadership decisions and outcomes

Initiative should always be exercised with wisdom, humility, and alignment with leadership direction.

## Time Commitment & Scheduling

**Internship schedules will vary depending on season and camp needs.**

**Interns are expected to:**

- Commit fully to agreed-upon schedules
- Be flexible during high demand seasons
- Respect rest times and Sabbath rhythms
- Communicate proactively regarding availability or fatigue
- Take 2 days of each week
- Have 2 Week vacation during Christmas break

Time management is viewed as a key leadership skill.

## **Excellence, Stewardship & Safety**

### **Interns are expected to:**

- Care for camp property, equipment, and resources
- Follow safety protocols and procedures
- Model responsible and respectful behaviour
- Represent Camp Kwasind professionally at all times

Excellence reflects care for people, place and purpose.

## **Absences & Time Away**

### **Requests for time away should:**

- Be communicated in advance when possible
- Be approved by your supervisor
- Respect program commitments and community impacts
- Unapproved or excessive absences may be addressed as a formation and accountability issue.

## **When Work Expectations Are Not Met**

### **When expectations are not met:**

- Concerns will be addressed directly and pastorally
- Interns will be invited into reflection and growth
- Support and clarity will be provided
- Continued concerns may lead to a formal review

The goal is always growth, restoration, and clarity.

## **A Final Word on Work & Formation**

Faithful work is one of the primary ways God forms leaders. Interns are invited to serve with joy, diligence, and humility, trusting that God uses both visible and unseen work to shape hearts and lives.

# Acknowledgement & Commitment

## Internship Covenant

The Camp Kwasind Internship is a formation-first leadership journey rooted in Christian community, spiritual growth, and faithful service. Participation in this program requires commitment, humility, and a willingness to be shaped by God through shared life, work, and leadership development.

By signing below, interns acknowledge that they have read, understood, and agree to the expectations outlined in the Camp Kwasind Internship Handbook.

## Intern Commitment

**I acknowledge and commit to the following:**

- I have read and understand the Camp Kwasind Internship Handbook in its entirety.
- I understand that this internship is a formation-first program, not simply a job or placement.
- I commit to engaging fully in the spiritual practices, community life, leadership development, and work responsibilities outlined in the handbook.
- I agree to uphold CBOQs & Camp Kwasind's policies, values, beliefs, procedures, safety standards, and accountability structures.
- I understand that participation in the internship requires integrity, teachability, and respect for leadership, peers, and guests.
- I commit to refraining from romantic relationships for the duration of the internship program, in accordance with program expectations.
- I understand that failure to meet expectations may result in corrective action, up to and including removal from the program.
- I enter this internship with a posture of learning, faithfulness, and openness to God's work in my life.

## Leadership Commitment

**Camp Kwasind leadership commits to:**

- Providing intentional spiritual formation and leadership development
- Offering guidance, mentoring, and regular feedback
- Creating a safe, respectful, and supportive environment
- Addressing concerns with clarity, care, and fairness
- Supporting interns in discernment and preparation for future ministry and leadership

## A Shared Covenant

This internship is a shared journey of trust and responsibility. Interns and leadership commit together to pursue growth, faithfulness, and integrity for the glory of God and the good of the Church.

**Intern Name (Print):**

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**Intern Signature:**

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**Date:**

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**Supervisor / Program Director (Print):**

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**Signature:**

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**Date:**

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