

MISSION WACO INTERN APPLICATION

Christian students or adults 19 years of age or older, who desire to experience ministry among the poor and marginalized, are welcome to apply for an internship.
(There are also regular volunteer opportunities for those who would like to help and serve without the extra responsibilities/requirements of the internship. Contact us if this is a better fit for you at this time.)

PERSONAL INFORMATION

Name _____ Date of Birth _____
Current Address _____ Cell Phone _____
_____ Email _____
Permanent Address _____

INTERESTED IN INTERNSHIP FOR: Year _____
(circle) SUMMER-Full 8+ wks SUMMER-Half 4 wks FALL SPRING
If this is for academic credit, please provide course or area of study: _____

PROFILE INFORMATION

Church Affiliation _____ City/State _____
Church Involvement _____

College attending _____ City/State _____
School Classification _____ (at time of internship)
College Major _____ Degree pursuing _____

How did you hear about Mission Waco? _____
How did you hear about this internship? _____

Are you currently certified in CPR, Lifesaving, or any other kind of First Aid? Please list:

Employment/Volunteer History:

Employment/Volunteer	Location	From-To	Position and Responsibilities

IN-DEPTH INFORMATION (use back if needed)

Briefly describe your faith journey and your personal relationship with Christ.

Briefly describe your past involvement in Christian service.

Why do you want to be a part of Mission Waco's internship program?

Describe some situations where you have been a team leader and a team member.

Regarding roles of team leader and team member, which role do you feel most comfortable in, and why? _____

Which role would you like to grow in during this internship? _____

Briefly describe your strengths and weaknesses and how they might affect your work with Mission Waco _____

Describe a failure or difficulty that you have experienced and what you learned from going through it. _____

Describe how you handle personal conflict between you and other people. _____

What else, if anything, would you like us to know about you?

Have you lived in a racially diverse, low-income neighborhood before? _____
If so, where and how long? _____

Interns are encouraged (required in some cases) to live in our neighborhood, and to seek out opportunities to build relationships with program participants, neighbors, staff and other interns outside of program hours. What are your concerns or comments about this "immersion" approach? _____

Family Relationships:

Is your family supportive of your decision to apply for the internship? Do they have any concerns? _____

Are there current issues in your family that will potentially impact you emotionally, etc. during your internship? Please explain: _____

Significant Relationships:

Are you currently in a dating relationship with anyone? Yes or No?

If Yes, which best describes your commitment level (casual, steady, engaged)? _____

Are there current issues in your relationship that will potentially impact you emotionally, etc. during your internship? Please explain: _____

Will this person be in the Waco area during the internship? _____

Is this person supportive of your decision to apply for the internship? Do they have any concerns? _____

If No, and if you are interested in a full-time internship, would you be willing to delay beginning a new relationship until after the internship is completed? _____

EMERGENCY CONTACT INFORMATION

Name _____	Daytime Phone _____
Address _____	Evening Phone _____
_____	Relationship _____

MEDICAL INFORMATION

Please list any medical conditions, including food or drug allergies _____

List any medications you take regularly, reason for taking them, and any side effects ____

Date of last Tetanus shot (must be within last ten years) _____

Anything else we should know? _____

The Internship

We will review various volunteer assignments during orientation, when you'll also have an opportunity to see the work sites and meet most of the program directors. You will likely end up serving in more than one area, for a total of 40+ hours/week (for full-time interns). Here are some parameters for selecting your preferences:

- Each intern will be assigned one primary area to serve about 20+ hrs/wk, and then you can choose your remaining hours split between 1-3 other areas. Primary assignments are where we need the most help in the summer and options include:
 - Children's Day Camp
 - Youth Day Camp
 - Street Camp (backyard bible club) and/or Work Groups (helping supervise volunteer groups in service projects, and providing logistical support for groups)
 - Meyer Center (social services center for the shelter, jobs program, etc)
 - My Brother's Keeper – evening help at the shelter
 - Retail – World Cup Café/Fair Trade Market, Jubilee Food Market, Urban R.E.A.P and/or Clothesline/Voucher Center

Other remaining hours can be in some of the areas above, or things like administration, recovery, general help as needed, etc.

- We would like each intern's schedule to include some volunteering in each of these three areas:
 - Children or Youth
 - Adults (Meyer Center, My Brother's Keeper, GED, Voucher Center, etc)
 - General/Administrative or Retail
- Multiple people are needed for some of the assignments.
- Allow about 5 hrs/wk of your 40 hrs for our intern meetings/classes. Save 11am-5pm Fridays – though we won't always need that whole time. There may be an occasional Friday that we need to start earlier than 11, but I'll communicate with you about those.
- All interns will be needed occasionally on weekends, especially with our retail stores, Poverty Simulations, and visiting Work Groups. Our goal is to rotate these weekend responsibilities with staff and interns so that we can all enjoy some rest throughout the summer.
- If you have particular dates you would like to be off, please include that here if you already know the dates – or communicate with us at the first of the summer. You get one "vacation" day each month (two total for the summer), and you can combine these to take a weekend or two days in a row. We also want everyone to have some off time each week, but it is not guaranteed to be all in one day – might be half days or whole days as schedule permits.

We'll get your preferences during orientation; assignments will be based on the needs of each program and input of the program directors, but your preferences will also be considered. **Interns helping full-time for the full summer will be given schedule preference, then we'll consider the requests of those helping for part-time or part of the summer.**

We'll be glad to discuss any of this with you and answer your questions.

COST OF INTERNSHIP

There are costs associated with the internship program such as staff time for supervision and training, learning experiences and materials, intern group meals, etc. Another expense is housing for full-time interns (the internship is a richer experience if you live in our neighborhood or with staff or friends of Mission Waco Mission World).

We fund our intern program by:

- Requesting designated donations.
- Some interns are able to contribute to the cost of the internship. For example, through donations by friends, family or your local faith community – people who would be willing to “send” you to Mission Waco to serve and grow during the summer. We can provide some basic help regarding how to fundraise.
- Some interns are sent to Mission Waco by various denominational organization partners or grants that provide full or partial funding.
- Former interns can “give back” as they move through their lives/careers and are in a place to bless the next generation of interns.
- Mission Waco Mission World also has a 5K fundraiser in the late spring, and participants can designate their race fee to support the intern program – so interns can also recruit people/businesses to participate in the 5K or provide funds as an underwriter for that event.

The 8-week intern program costs Mission Waco Mission World about \$1000-1200 per intern and includes: housing, food/misc, staff time for supervision and training, and learning experiences and materials. Cost decreases if housing is not needed, or if the intern is here fewer weeks.

What is your willingness/availability to participate in any of the above fundraising to help cover all or a portion of the cost of the internship?

Do you have any questions regarding any of the above?

Note: If an intern would like to receive a weekly stipend, Mission Waco allows the intern to fundraise donations to the intern program for this purpose. The budget and amount must be reasonable and approved by Mission Waco. Please contact us for further info.

REFERENCES

Letters of reference should be sent directly from the reference to our office:

Mail: Mission Waco, Attention: Kathy Wise, 1315 N. 15th Street, Waco, TX 76707

Email: kwise@missionwaco.org

Fax: 254-753-4909, Attention Kathy Wise.

A form letter is provided at the end of this application that you may copy or send to them, providing instructions on how to prepare the reference letter.

All three references (see types below) should be from adults who are not related to you. You are encouraged to provide them with our website address to review prior to writing your reference so they will be familiar with the urban ministry context of the internship.

The letters of reference should address the following information:

A. How long they have known you and the context of your relationship;

B. Their views regarding your strengths and weaknesses;

C. Their views regarding your maturity (emotional, relational, spiritual, leadership, work ethic, cross cultural relationships, etc. as it applies to the context of your relationship with them); and

D. Whether or not they would recommend you to participate in an inner city urban ministry internship where you will be expected to:

1. Create and implement your own personal holistic learning goals (we'll provide instruction on the learning goal process)

2. Complete written assignments and participate in discussions regarding the content of the program (from classes on urban ministry topics, books, scripture reading, experiential activities, etc.)

3. Become emotionally available to participants, peers, and supervisors during the learning process (i.e. not shut down emotionally when confronted or in a conflict, be willing to confront or express feelings in conflict, etc.);

4. Help and lead in various programs that empower the poor and marginalized and/or mobilize the middle class. Depending on your volunteer work assignments, these programs include children, youth and/or adults.

5. Live and volunteer in a racially diverse, low-income neighborhood, and be willing to "immerse" yourself in the community during the internship by building relationships with program participants, neighbors, staff and other interns outside of program hours.

1) A PASTOR WHO KNOWS OR HAS KNOWN YOU WELL IN PAST TWO YEARS

Name _____

Relationship _____

Address _____

Phone _____

Email _____

2) CURRENT OR FORMER WORK SUPERVISOR OR COLLEGE PROFESSOR

Name _____

Relationship _____

Address _____

Phone _____

Email _____

3) REFERENCE OF YOUR CHOICE

Name _____

Relationship _____

Address _____

Phone _____

Email _____

COVENANT

Mission Waco exists as an organization to glorify Jesus Christ as Lord and Savior over His creation and to compassionately communicate His gospel to the unchurched in Waco and the world. As ministers of that Gospel, those who are associated with Mission Waco are expected to uphold the name of Christ in both word and deed. Therefore, we ask that you consider the following, and sign below only after agreeing to make every effort to abide by the guidelines set forth.

- I will commit to seeking God's wisdom regarding applying to become a Mission Waco intern.
- I will commit to praying for other applicants during the application process.
- I will commit to praying for the intern selection committee during the application process.
- I will endeavor to glorify Jesus Christ in all that I say and do during my internship.
- I will abide by the policies and procedures set forth in the Mission Waco volunteer manual.
- I will seek to resolve conflict with fellow laborers in a way that honors both them and God.
- I will seek to be emotionally available to participants, peers and supervisors during the learning process.
- I will seek to deepen my faith during my internship and will ask for help when faced with struggles.
- I will have as much fun as I possibly can.

I agree to the above statements, and will in every way I can abide by them.

Signature

Date

MISSION WACO – SUMMER INTERNS – FULL-TIME

General Job Description and Expectations

Christian students or adults 19 years of age or older, who desire to experience ministry among the poor and marginalized, are welcome to apply for an internship.
(There are also regular volunteer opportunities for those who would like to help and serve without the extra responsibilities/requirements of the internship. Contact us if this is a better fit for you at this time.)

MISSION WACO WILL:

- 1) For Full-time interns: Provide housing and basic utilities, some food, reading materials. (Some food, plus all telephone, car expenses, and other incidentals will be paid by the intern.)
- 2) For All interns: Provide a weekly time for training and discussion, volunteering opportunities, supervision. Reading materials will be provided.

INTERN WILL:

- 1) Volunteer at least 35 hours per week, except for designated days off, in the various programs and ministries of Mission Waco.
- 2) Attend scheduled staff, intern, and supervisory meetings. Meetings may include open discussions, personal dilemmas, challenges, etc. Interns are expected to approach this time with a learning attitude.
- 3) Read assigned books (usually 2 small books, plus 1 book chosen by intern).
- 4) Seek to build cross culture relationships during and outside of volunteer work assignments.

DAYS OFF:

- 1) Every attempt will be made to schedule each intern with one full day a week in which they are free not to be present at any programs or ministries. Although a specific day will be designated, schedules may periodically require change. The workday will vary for each intern as Mission Waco program schedules vary between the early morning, day time, evening, and weekend hours.
- 2) Interns are allowed one vacation day off for each full month worked (2 days for 8-wk summer interns). Request of that day should be made in writing at least two weeks in advance. Approval or disapproval will be given within 72 hours. On weeks where seven days of full time work are required, the Director or Intern Supervisor will provide additional days off to offset some of the extra requirements.
- 3) Sick days and family emergency leave are negotiable. If an inordinate amount of time is used, termination may be required.

RESPONSIBILITIES:

Interns may be expected to work in all programs or activities of Mission Waco. However, general assignments will dictate a significant amount of intern time.

AGREEMENT:

I agree to the above expectations and requirements.

Signature

Date

PART-TIME INTERNS –

Please contact us to talk about changes to above for your situation.



INTERNSHIP - REFERENCE INFORMATION

Dear Reference:

Thank you for your assistance in providing a reference for _____, who is applying for an internship at Mission Waco during the dates of _____. Your insight and information will help us as we prayerfully review internship applications.

Letters of reference should be sent directly from each reference to our office:

Mail: Mission Waco, Attention: Kathy Wise, 1315 N. 15th Street, Waco, TX 76707

Email: kwise@missionwaco.org

Fax: 254-753-4909, Attention Kathy Wise.

All references should be from adults who are not related to the applicant. You are encouraged to explore our website www.missionwaco.org prior to writing your reference so you will be familiar with the urban ministry context of the internship.

The letters of reference should address the following information:

- A. How long you have known the applicant and what is the context of your relationship;
- B. Your views regarding the applicant's strengths and weaknesses;
- C. Your views regarding the applicant's maturity (emotional, relational, spiritual, leadership, work ethic, cross cultural relationships, etc. as it applies to the context of your relationship with them); and
- D. Whether or not you would recommend the applicant to participate in an inner city urban ministry internship where they will be expected to:
 - 1. Create and implement their personal holistic learning goals (we'll provide instruction on the learning goal process)
 - 2. Complete written assignments and participate in discussions regarding the content of the program (from classes on urban ministry topics, books, scripture reading, experiential activities, etc.)
 - 3. Become emotionally available to participants, peers, and supervisors during the learning process (i.e. not shut down emotionally when confronted or in a conflict; be willing to confront or express feelings in conflict, etc.);
 - 4. Help and lead in various programs that empower the poor and marginalized and/or mobilize the middle class. Depending on the applicant's volunteer work assignments, these programs include children, youth and/or adults.
 - 5. Live and volunteer in a racially diverse, low-income neighborhood, and be willing to "immerse" them self in the community during the internship by building relationships with program participants, neighbors, staff and other interns outside of program hours.

If you have any questions, please contact me at kwise@missionwaco.org.

Sincerely,
Kathy Wise, Assistant Director