

INTERNSHIP PROGRAM HANDBOOK

A GUIDE FOR INTERNS



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INTERNSHIP PROGRAM HANDBOOK

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WELCOME

Welcome to Til He Returns Internship Program, The Forge (“Program”). Our prayer is that God will richly bless your ministry as you serve others in His name.

INTRODUCTION

The Internship Program Handbook is meant to communicate the philosophy, policies and procedures of the Program. This handbook is intended to provide supplementary information that specifically applies to the Program.

PROGRAM PHILOSOPHY

1.0 Vision

The vision is to help the Program participants develop their character, calling and competency as they participate in the mission of Christ.

1.1 Values

The holistic development of Interns will take priority over their utilization. We are more concerned with how Interns will grow through their experiences than what they can do for the ministry. Interns will have the opportunity to discover their gifts and passions. Intern development will happen within community, through teams and in proximity to others.

1.2 Benefits of the Program

Interns will be provided with valuable ministry experience and leadership training. Participation will give Interns greater presence and responsibility in the ministry. The internship may also help your Spanish speaking skills.

1.3 Eligibility and General Expectations

An individual must have graduated high school at the time of application. Interns must be aligned with the mission, values and doctrinal position of Til He Returns (see application).

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Interns should be interested in service ministry, and will be expected to help lead teams and develop as leaders. Interns are strongly encouraged to maintain their own personal devotion aside from group ministry. Interns will be required to raise financial and prayer support.

EMPLOYMENT

2.0 Employment Status

Interns are not employees of Til He Returns. Interns are considered volunteers.

2.1 Compensation Policy

All internships are unpaid internships that require funds to be raised.

INTERNSHIP OPPORTUNITIES

3.0 Internship Descriptions

The following internship descriptions include the types of tasks that one could expect to do in a specific ministry. Note that these descriptions are not meant to be comprehensive, but rather are a general explanation of what an Intern could expect to do. Once an Intern is in the Program, we strive to create an individualized internship for each person based on individual gifts and passions.

Children's Ministry: An Intern can generally expect to assist with ministry preparation tasks; be the point person during the programming; choose a project of interest to oversee and run; participate in the curriculum editing process; have the opportunity to be a leader in an area of ministry.

Young Adults: An Intern can generally expect to assist in the coordination of programming; assist in the coordination of special events (e.g., retreats, mission trip, bible studies); possibly speak at retreats; have the opportunity to be a leader in an area of ministry.

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Impact/Outreach Ministry: An Intern can generally expect to assist in the coordination of ministry events (e.g., Evangelism); have the opportunity to be a leader in an area of ministry; work with the staff to coordinate mission trips.

Worship Arts Community: An Intern can generally expect to participate in the creative planning process for outreach; participate in the creative planning process for special services; plan and lead worship for services based on musical gifting and leading experience; assist in the coordination of projects related to service elements; assist in the coordination of THR special events; meet and communicate with volunteers on a regular basis.

Communications: An Intern can generally expect to edit ministry-related brochures and publications; oversee and direct video/photo during outreach; develop his or her own writing skills as well as those of volunteers; participate in ministry strategy, brainstorming and implementation.

3.1 Internship Seasons and Durations

The following is a list of internship seasons and durations. There are no specific program dates per se, but generally operate as below. Note that internships can be combined (e.g., an individual can Intern for the summer and the ministry year).

Summer Internship: 12 to 14 weeks in length (3-months) and generally spans mid-May to mid-August.

Ministry Year Internship: 39 to 41 weeks in length (9-months) and spans mid-August to mid-May.

PROGRAM STAFF

4.0 Internship Staff

The Intern Staff is comprised of a small number of staff members who help to review applications and act as the primary advocates for the Interns. The Intern Staff meets on a

regular basis with the Directors to discuss the vision and direction of the Program, as well as discuss timely items related to the policy and procedures of the Program.

4.1 Internship Director

The Internship Director is responsible for the overall vision of the Program and ensuring that the Program stays consistent with its values. Also, the Director is available to the Interns for any questions, comments and concerns.

APPLYING FOR THE PROGRAM

5.0 Application Materials

A complete internship application is comprised of an application and at least two references. An application and reference form is available on our website for download.

5.1 Application Deadline

Application deadline dates are generally as follows:

Summer Internship: The February prior to the summer internship start date

Ministry Year Internship: The April prior to the fall internship start date

5.2 Application Review Process

Once the application materials have been received, the Intern Staff receives a copy of the materials for discussion and decision-making. If the application is accepted, the Internship Director invites the applicant to join the Program via letter of acceptance. If the application is declined, the Internship Director communicates the decision to the applicant.

5.3 Internship Acceptance

Once an applicant has been accepted to join the Program, the applicant must accept or decline the invitation by the deadline provided in the invitation letter. Your acceptance letter includes the amount to fundraise, payment deadlines and the internship start date.

FUNDRAISING

6.0 Total Amount to Raise

Fundraising totals for each internship track are calculated per applicant. Internships less than 3 months are \$20/day. Internships over 3 months are offered discounts, and therefore the exact fundraising amount is provided to prospective Interns in their letter of acceptance.

6.1 Use of Funds Breakdown

All donated funds are used exclusively for the Program's participants. On average, 85-90% of funds raised go toward food & transportation and 10-15% go toward other costs. Items classified as "other costs" are things such as materials, office supplies, maintenance, excursions, etc.

6.2 Deadlines

Fundraising deadlines are provided to Interns in their letter of acceptance. Meeting these deadlines is required for participation in the Internship Program. Missed deadlines will result in a delayed start date or removal from the Program. In general, the deadlines are as follows:

Summer Internship: 50% of funds must be raised by the April prior to the start date, and 100% of funds must be raised by the start date. Your fees must be paid in full prior to start date.

Ministry Year Internship: 75% of funds must be raised by one week prior to the August start date, and 100% of funds must be raised by January of the internship. Your fees are due on the 1st of each month for this track.

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6.3 Surplus Funds

Any and all money an individual raises over the amount required may be kept or reimbursed to the Intern for personal use.

6.4 Fundraising Policy Questions

Questions specifically related to fund raising policies should be directed to the Internship Program Director.

DURING THE INTERNSHIP

7.0 Orientation

The first day of an individual's internship is dedicated to orientation. The Intern meets with the Internship Director to go over procedures and to be introduced to operations of THR.

7.1 Intern Job Description

The Director and Intern will discuss specific jobs for the Intern based on the intern's skills and passions.

7.2 Living space

A living space will be provided to Interns. Interns are required to maintain this living space according to the standard.

7.3 Personal Development Plan

Staff will set aside time at the beginning of the internship to form and discuss goals with the intern. This process is helpful in establishing priorities and focus for the internship.

Also, PDP goals provide measurable standards by which to evaluate the Intern at the end of the internship. (6-12 months internships only)

7.4 Check-in's

An Intern will meet with Staff on a regular basis for check in. This relationship is one that is intended to provide the Intern with ministry support and community.

7.5 Training

Interns are required to read, participate in Bible Study, share what God is teaching them and reflect on the experience.

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7.6 Staff Interaction

Interns are encouraged to interact with THR Staff & family whenever appropriate.

7.7 Mid-Year Check-In Meeting

Interns who participate in the Ministry Year internship will meet with Program Staff for a check-in meeting in mid-year. The purpose of this meeting is to discuss the highlights and challenges of the internship to date, as well as the general well being of the Intern.

7.8 Evaluation

Interns will be evaluated at the end of their internship by the Director. The evaluation will include reflecting on the internship experience and the performance plan goals. A rubric will be provided.

7.9 Exit Interview

At the end of an internship, each Intern will have an exit interview with an individual from the team. This time will be an opportunity to discuss the Intern's experience and the Program as a whole.

INTERNSHIP BASIC DAY TO DAY

8.0 Daily & Weekly Responsibilities

The Intern will be provided a sheet that clearly states what tasks are to be done daily & weekly. The intern will walk through each task with Staff to learn what is expected of each participant.

8.1 Community & Family

The Intern will be in close quarters at all times with the family of THR & community of other interns/teams. It is imperative that the intern strive to be like Christ as well as prefer their neighbor over themselves. Iron sharpens iron only when they clash, remember this. It is also important that the Intern is aware of how THR parents their children so that in times where the Intern is responsible for them, the Intern is able to continue this same care.

8.2 Punctuality

It is important for the Intern to be aware of the schedule and be ready for each event

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- scheduled. While many things may change at the last minute, it's better to be ready regardless.
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- **8.3 What to Bring**
- - Passport
- - Bible / Notebook for Journal / Pen
- - Toiletries (THR has basic)
- - Sunscreen
- - Insect Repellent
- - Work Clothes (Old T-shirts, shorts or pants. Men, please plan to work with your shirts on...Ladies, please no short shorts, or tank tops)
- - Closed toe shoes (also flip flops/sandals, NO heels)
- - Reusable water bottle
- - Church Clothes: Men: pants/jeans, shirt with collar; Ladies: conservative dress or jeans/pants/skirt & nice shirt (laid back)
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- *Optional items*
- - Bathing Suit
- - Sunglasses
- - Spending money (\$5, \$10, \$20 CLEAN CRISP bills only)
- - Pepto Bismol, Imodium &/or laxative
- - Dramamine (Recommended if you get motion sickness for the curvy mountain roads in tightly packed vans)
- - Aloe Vera sun burn gel
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- ****The above items can most likely be purchased here in the country, however, keep in mind that it will be significantly more expensive.**