

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 _____

Current Phone _____

Cell Phone _____

Permanent Address _____

Permanent Phone _____

Email _____

INTERESTED IN INTERNSHIP FOR:

(circle) SUMMER FALL SPRING Year _____

If this is for academic credit, please provide course or area of study: _____

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? _____

PROFILE INFORMATION

Church Affiliation _____

City/State _____

Church Involvement _____

College attending _____

City/State _____

School Classification _____

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

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, would you be willing to delay beginning a new relationship until after the internship is completed? _____

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

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. _____

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? _____

COST OF INTERNSHIP

We ask that you contribute to the cost of your internship through Mission Waco. You are encouraged to involve your local faith community in sending you to serve and grow this summer! They do this through their prayer and financial support to Mission Waco's mission. We will work with each intern in the process of raising the money. All costs are subject to Mission Waco's guidelines and policies and are fully discussed during the interview process.

The intern program costs Mission Waco about \$2000 per intern and includes: free housing, \$75/week per diem (up to 10 weeks) for food/misc, staff time for supervision and training, and learning experiences and materials. Interns who successfully complete the summer internship and fundraising goal are also provided a scholarship (up to \$250) to attend the Christian Community Development Association conference (usually in the Fall in a major U.S. city).

Some need-based internship scholarships are available from Mission Waco.

Some interns are sent to Mission Waco by various denominational organization partners or grants that provide full or partial funding -- if this is your situation, please notify us when you apply for the internship so we may discuss your specific situation. Stipends may differ from above depending on the funding.

Do you have any questions or concerns about the process of raising these funds?

REFERENCES

Letters of reference should be sent directly from the reference to our office - mail or fax:
Mail: Mission Waco, Attention: Kathy Wise, 1315 N. 15th Street, Waco, TX 76707,
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) CURRENT PASTOR

Name _____

Relationship _____

Address _____

Phone _____

2) CURRENT OR FORMER WORK SUPERVISOR OR COLLEGE PROFESSOR

Name _____

Relationship _____

Address _____

Phone _____

3) REFERENCE OF YOUR CHOICE

Name _____

Relationship _____

Address _____

Phone _____

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

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) Provide housing and basic utilities, plus a weekly (approx 10 weeks) per diem of \$75 for food/misc for full time (40+ hours per week) work in the ministries and programs. Some food, plus all telephone, car expenses, and other incidentals will be paid by the intern. Interns who successfully complete the 10-week internship and fundraising goal may also request a \$250 scholarship to offset expenses for attending the annual CCDA conference in the fall. (Note: per diem and CCDA scholarship may not apply for interns funded by outside grants or organizations – check with us if you are unsure.)
- 2) Provide a weekly time for training and discussion, volunteering opportunities, supervision. Reading materials will be provided.

INTERN WILL:

- 1) Volunteer at least 40 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, articles, and do any assigned research.
- 4) Seek to build cross culture relationships during and outside of volunteer work assignments.
- 5) Contribute to the cost of your internship through Mission Waco (see details elsewhere in application).

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 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

MISSION WACO 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 by mail or fax:

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