



THE
INTERN
MANUAL

2015

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THE ASELSI INTERNSHIP

Why an internship?

The idea behind the ASELSI Internship is to give missions- and ministry-minded young people an opportunity to experience the realities of Christian ministry on the mission field. This is sort of a “jump into the deep end of the pool” but with a lifeguard. For the year of the internship, interns serve alongside national ministers and missionaries at a proven ministry that has many years of experience that the intern can learn from and then take with them as they move on to the next thing God has for them, where that is in their homeland, in Guatemala, or beyond.

Our objectives:

- 1) To equip young leaders for Christian ministry and service through real-life ministry experiences, purposeful discipleship and managed application of training and talents.
- 2) To send prepared graduate interns out to be catalysts for effective disciple-making and ministry of the Gospel in Guatemala and beyond.

Our goals

- 1) To train the interns with a hands-on approach to learning ministry and character skills that will help them be effective leaders and missionaries.
- 2) To disciple the interns in their character, spiritual growth and send them into effective ministry, missions, and discipleship.
- 3) To serve the ministry of ASELSI by helping with projects, department needs, team outreaches and ministry.

Who We Are...

ASELSI is the Association Equipping the Saints International which trains and equips pastors and leaders spanning five countries. Based in Chichicastenango, Guatemala, we have three core areas of equipping: Bible Education, Medical, and Teams. Read more about ASELSI at ASELSI.org

The Intern

Among intern applicants we are looking for people with a growing relationship with Christ, a passion for the Gospel and a desire to share the Good News with others.

We also realize different people have different giftings. With these giftings in mind we try to give a varied experience to the intern so they can learn about the various parts that make up the body of an expanding ministry. We're also looking to build the intern's character and prepare them for God's call on their lives.

Characteristics of an Intern:

We're looking for a few good men and women who have a calling to Christian ministry, who want to learn how to walk out that calling, and who are willing to do that in a multicultural environment in the mountains of Guatemala.

An ideal candidate is:

- a Christian already actively serving in some way in their home ministry or church
- a person of strong Godly character
- a self starter willing to pursue God without outside pressure
- filled with vision for helping the poor, teaching the Word of God and discipleship
- willing to learn, grow, and serve others.

What Interns Get...

In addition to amazing life experience in a third-world country, and a life-changing time of personal and spiritual development, interns also get:

- Vision - A greater view of missionary life and ministry that can help you develop the gifts that God has placed in you.
- Language/Culture -- Language studies in Spanish or English (depending on your language skills and country of origin)
- Non-profit & Ministry Experience - Hands on experience in a variety of ministry environments: outreaches, physical service projects, evangelism, Children's Ministry, etc.
- Real Life Experience - Participate and/or observe in a variety of the behind-the-scenes ASELSI office and medical clinic. Service areas include (Ovejitas (special needs) Center, CAF, Clinic, Administration, Bible School Extensions, Conference, Maintenance, Communications, Teams, Projects, etc.) Missionary Experience - Working with a local pastor or extension leader, the interns gain valuable experience learning how to teach, train, evangelize and reach out in real-life village or urban settings.

- Personal discipleship - through purposeful interactions with the Intern Coordinator, mentors, and other local leaders.
- Classes -- Study in our own EBA Bible classes (in Spanish) to build your faith and understanding of the Word of God along side local pastors and church leaders.

What we do in the Internship...

The Discipleship portion of the Internship focuses on three key areas:

- Spiritual Growth,
- Practical Development, and
- Managed Application.

Spiritual Growth

Through structured Bible Study, Personal Mentoring, Purposeful Interactions, & Monthly Checkups the intern will grow in understanding of the Word of God and how to apply it in everyday living.

Structured Bible Study will be based on an approved curriculum and supplemented with “guest” study leaders and by attending special speakers or classes from EBA -- ASELSI’s Bible courses

Personal Mentoring will be led by the Intern Coordinator and provide one-on-one interactions, personal study, and paper assignments covering these or similar topics:

- Vision I,
- Communication
- Time Management,
- Finances,
- Integrity,
- Attitude,
- Servant Leadership,
- Project Development,
- Vision II,
- Discovering God’s Will,
- Self Evaluation,
- Discipleship Up/Down,
- Relationships,
- Finishing Strong, &
- Taking It With You.

Purposeful Interactions consist of planned interactions between the intern(s) and leaders of ASELSI. (i.e., personal meetings with missionaries and other ASELSI leaders, serving local pastors, etc.)

Regular ‘checkups’ by the Intern Coordinator help the intern(s) self-evaluate what they have learned, and set goals for what they are going to work on in the next month. This will be re-evaluated monthly and used to help keep the intern(s) on track.

Practical Development

Through hands-on experiences, the intern(s) will gain practical knowledge and experience in nearly every department at ASELSI as well as through language courses. This will start with observation and develop into “on-the-job” training and then, as the intern(s) are ready, they will be able to use their training to assist and even lead in various projects, outreaches, and ministry preparations. We also try to tailor some projects to the intern’s personal giftings to help them see how their talents can be used in missions.

Managed Application

As interns develop their giftings and progress in their training, they will be expected to put their skills to use under the management of the Intern Coordinator or a designated supervisor in the area where they are working. They will also be responsible to complete a final project by the end of the year. This project will benefit the purposes of ASELSI and demonstrate the skills and application of the intern’s understanding gained and honed during their time in the ASELSI Internship.

ASELSI DNA Experience

Objective

The ASELSI DNA EXPERIENCE portion of the Internship will focus on cross training the intern in ASELSI’s departments and imparting the vision of ASELSI while helping the intern discover his/her giftings.

How It Works

The intern will spend two weeks with each department listed further below (Page 11). This will consist of 3-5 days a week depending on what the department head determines will be useful for the department. The remainder of their week will be used for discipleship, assistance in other areas, training and preparation for teams.

Schedule

The ASELSI DNA EXPERIENCE will be focused on instilling the vision of ASELSI early on in the intern(s) training. The intern(s) will spend two or more weeks in each department to be cross-trained in each area and to gain an understanding on what is the DNA of ASELSI. The intern will also spend an extended amount of time with an extension Bible school working with a pastor in an offsite location on the outskirts of Chichicastenango or possibly in other areas of Guatemala or beyond. During May through August the focus will be on assisting with Short Term Teams and then the intern(s) will be focusing on assisting in an area of need with the approval of the Intern Coordinator. The ideal setting would be an area where the interns have felt God may be leading them toward in the future.

Interns will also spend time helping pastors and church leaders at Bible Training extension sites outside of the main ASELSI campus in Chichicastenango.

Why We Do Discipleship

Jesus called us to discipleship.

Matthew 28:19-20 “Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, *even* to the end of the age.” (Emphasis added)

Equipping the Saints is what we do.

II Timothy 2:2 “The things which you have heard from me in the presence of many witnesses, entrust these to faithful men who will be able to teach others also.”

The internship is one more way to train up a new generation of leaders through practical training and real-life ministry and send them out to continue the work of the ministry in their home churches and beyond.

What Interns Get..

In addition to amazing life experience in a third-world country, and a life-changing time of personal and spiritual development, interns also get:

- Vision - A greater view of missionary life and ministry that can help you develop the gifts that God has placed in them.
- Language/Culture -- Language studies in Spanish or English (depending on your language skills and country of origin)

- Non-profit & Ministry Experience - Hands on experience in a variety of ministry environments: outreaches, physical service projects, evangelism, Children's Ministry, etc.
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- Missionary Experience - Working with a local pastor or extension leader, the interns gain valuable experience learning how to teach, train, evangelize and reach out in real-life village or urban settings.
- Personal discipleship - through purposeful interactions with the Intern Coordinator, mentors, and other local leaders.
- Classes -- Study in our own EBA Bible classes (in Spanish) to build your faith and understanding of the Word of God along side local pastors and church leaders.
- Missions Experience - Go and serve with trusted pastors outside the campus of ASELSI and learn more about serving alongside established pastors to encourage, build them up and share God's word in other settings than what we have available in Chichicastenango.

Activities

Interns will participate in the following activities:

- Language school
- Stints in various departments
- Discipleship/meetings
- Staff Devotions
- Bible Courses
- Evangelistic Outreaches
- Short-Term Team Ministry

Ministry Areas*

The areas where you'll be serving stints on a rotation:

- Communications
- Clinic
- Teams
- Special Needs Center
- CAF
- Maintenance
- Administration

- Bible Extension Courses
- Projects
- Conference,
- Others

* Exact ministry areas and schedule may vary.

SCHEDULING

Office Schedule

During the regular work week interns will serve in the ASELSI office or on their assignment from 8 a.m. - 4 p.m. Monday through Friday and Bible classes on Saturday morning (during the school year from 8 a.m. to about 3 p.m. However, occasional extra activities from team outreaches, special projects, intern outreaches or conferences will require hours outside of those standard hours.

Vacation time

Interns are given vacation time off in the following categories:

- All Guatemalan Holidays celebrated by the rest of the ASELSI staff (pending team needs)
- 10 Days of vacation by approval
- Visit(s) to their home country on approved dates
- Passport renewal trips arranged in advance.

Policies

Code of Conduct

As an intern you will be required to sign and adhere to the *Intern Code of Conduct* during your time in the internship. This pledge applies whether or not you are on "duty," on your personal time, or whether you are on or off the ASELSI campus.

The Intern Code of Conduct

is as follows:

As an ASELSI Intern, I pledge to...

- 1) Grow in my spirit, by developing my own personal relationship with God.
- 2) Serve willingly in my assignments and duties to the best of my abilities knowing that my work is not for myself but for the Lord
- 3) Build positive social relationships with fellow missionaries, the staff of ASELSI and members of the communities I serve.
- 4) Strive to be a good example to others in my attitude, talk and actions that will honor God. (Avoiding gossip, arguing, backbiting, or complaining.) If I have a concern, I will take it to my Coordinator or other ASELSI leader in an appropriate manner.
- 5) Dress modestly and appropriately as described in the *Intern Manual*.
- 6) Respond well to and follow correction and instructions from the Intern Coordinator and ASELSI leadership.
- 7) Keep my total being under subjection from all immoral and illegal actions and communications.
 - a. I will not take any illegal drugs or misuse any drugs;
 - b. I will not engage in any illicit, unscriptural sexual acts, which include any homosexual activity and other sexual activity or intercourse with one who is not my spouse through traditional marriage of one man and one woman.
- 8) Refrain from drinking any alcoholic beverages of any kind or the use of any tobacco products.
- 9) Not engage in other behavior that is contrary to the rules and regulations listed in the *Intern Manual* or *ASELSI Handbook*.

If at any time while in the internship my behavior constitutes a problem that cannot be resolved to the satisfaction of ASELSI leadership, the Intern Coordinator has the authority to terminate my internship. I agree that if I am sent home, any additional cost incurred as a result of this action will be at my expense.

DISCIPLINE

In the case of an intern breaking the Code of Conduct or other Intern policies, the intern will receive verbal or written warnings and, if deemed necessary, may be released from

the internship and sent home at their own expense.

Interns are expected to follow the Intern Code of Conduct, instructions detailed in the Team Manual and the ASELSI Intern Manual.

Personal Responsibility

Behavior

- Interns are responsible for their financial obligations for housing, food, and any personal expenses. The items covered by the intern program will be clearly stated in intern budget and may vary from intern to intern as determined at the start of their internship.
- Interns must follow the Intern Manual in all regards. If there is a conflict of the Intern Manual and any Intern Program documents follow the Intern Manual and bring the difference to the attention of the Intern Coordinator.
- Interns have a good amount of freedom but, if they are traveling out of town, the intern should communicate with the intern coordinator as a safety precaution.
- While interns are in a training program, they are and will be expected to act as adults, in keeping with their Christian faith, good attitudes in their work, no gossiping, submission to their leadership, and Biblical conflict resolution as described in Matthew 18:15-17.
- Any sexual activity outside of traditional marriage (between one man and one woman), as well as use of illegal drugs, drinking of alcoholic beverages, or use of any form of tobacco are not permitted at any time during the internship (see the Intern Code of Conduct).
- As a part of ASELSI you are a representative of Christ and this organization everywhere you are. You are expected to set a good example in attitude, word, conduct and appearance and avoid behavior, that would cause those of the Guatemalan culture or brothers in the faith to stumble.
- No pairing off with an individual of the opposite sex. Stay in a group setting. Starting a romantic relationship while an intern is discouraged. The internship is a time to focus on training and growing. If an intern wishes to develop a romantic relationship with someone here then they should wait until after completing the internship. After returning to their home country they can decide to pursue something on their own. Culturally, dating is quite different here, so if you have questions talk to your Coordinator

- Foul talk, cursing, or shady joking is not acceptable no matter what language you are speaking.
- While we will communicate safety procedures and precautions to the intern, interns are personally responsible for their own safety and should always use common sense and take cautions regarding the immediate surroundings and situation around them to avoid danger.

Media

- Interns should guard their hearts and minds and be aware of what kinds of media they are taking in. While we can't shut out the world we live in, guarding the media (movies, television, music, internet, etc.) that we welcome into our lives is a vital part of our spiritual growth.
- Interns should not purchase nor watch or listen to media that is questionable especially in the area of sexuality, violence, or language content. (1 Thes. 5:22)
- Interns must also be on guard about the sources for any movies or media they purchase. In respect for copyright laws, Do not purchase pirated copies of movies or music even though they are readily available in the local markets and acceptable to some. You are setting an example to others by how you live and what you participate in.

Dress Code

General Dress/Appearance

Everyone

- Piercings (except for one small earring-women) are not acceptable; please do not arrive with any other pierced jewelry in place.
- Tattoos are seen as gang-related markings in our culture. If you have tattoos, please wear clothing over them or cover them another way at all times in public.
- NO SHORTS on or off campus for men or women (unless at an approved sport event. and then they must be of knee length)

Women

- No low or open necklines on shirts

- No short skirts (use below the knee or longer)
- No overly tight clothing
- No Shorts (except when approved for playing sports)
- Limit the amount of makeup that you use.
- Only light nail polish colors
- One earring on each ear only
- No other visible piercings
- Any tattoos must be covered at all times

Men

- No visible piercings
- Any tattoos must be covered at all times
- No shorts (except when approved for playing sports)
- Head and facial hair should be kept trimmed and neat

Office dress

Women

- Slacks or skirts (below-the-knee) for women (skirts are required for certain activities and when rural pastors are visiting ASELSI)
- Blouse or shirt (No low necklines)
- Shoes or boots (No flip flops)
- Jeans casual dress is allowed on Fridays and for certain activities.

Men

- Slacks, dress pants or khakies
- Button down shirt or polo for men
- Shoes or boots (no flip flops)
- Jeans casual dress is allowed on Fridays or for certain activities

Special events

- Men: tie, sports coat, or suit

- Women: nice dress or skirt and blouse
 - No low necklines

Every Day Casual

- Jeans are fine for projects and Fridays in the office (if no special event) NO TIGHT PANTS/JEANS
- NO SHORTS on or off campus (unless at an approved sport event. and then they must be of knee length)
- No tank tops/Sleeveless shirts

Admissions

Admission Requirements

- Age: 18 +
- Education: At least 1 year of undergraduate courses and a high school diploma or equivalency (where an exception is made, the Intern must complete ASELSI admission requirements as determined by the Intern Director.)
- A Valid Passport. <<http://travel.state.gov/content/passports/english/passports.html>>
- Evaluations -- We will communicate with applicants about any evaluation exams that need to be taken.

A Completed Application includes:

- Personal Application
- Copy of Passport
- References
- Deposit \$500 due upon acceptance to the program
- Read and Sign the Intern Code of Conduct

The intern is responsible to sign and adhere to an ASELSI Intern Code of Conduct. If this were ever breached, then disciplinary action would be based on the situation and could extend up to dismissal from the Internship. Depending on the severity of the breach, disciplinary action would be decided by the Intern Director and the Director of ASELSI.

Health

Immunizations

We require your normal childhood immunizations be up to date and the following:

- Normal childhood immunizations
- Tetanus -- Be current or get a booster
- Hepatitis A Series
- Hepatitis B Series
- Typhoid

We recommend that you check the CDC website for other specific recommendations for Guatemala.

See the CDC website: <http://wwwnc.cdc.gov/travel/destinations/traveler/none/guatemala>

Health Clearance

Each applicant must submit or have a signed and notarized *Health Treatment Release* form on file with the Intern Coordinator. (available online)

Each applicant must fill out a *Medical Info Form*

A doctor's medical release may be required.

Health Insurance (Required)

You will need an international health insurance with evacuation service for coverage for your entire time in Guatemala. Options we recommend are:

Brotherhood mutual <LINK> <http://www.brotherhoodmutual.com/index.cfm/insurance/foreign-missions-and-travel/>).

Wallach & Co

(800)237-6615 or (540)687-3166

CSA Travel Protection

(800) 348-9505

International SOS Assistance, Inc.

(800)523-8662

E-mail: individual@intsos.com

TRAVELEX Insurance Services, Inc. (888)407-5404

There is also a Guatemalan option we can discuss.

Finances

Costs

Expect about \$14,500 for the full program from January to December 2015 (Prices subject to change). However this is based on full price for certain items that individual interns may be able to reduce depending on your personal living costs of food, transportation and internet/cell usage.

There are two categories of expenses:

- i. Set (these are set fees that normally do not change once you start the internship)
- ii. Variable (these depend on how you live, eat, travel, etc.)

SET COSTS	
LANGUAGE SCHOOL	\$3,240
HOUSING (IN CHICHI)	\$1,600
INSURANCE	\$480
PROGRAM FEES	\$3528
TUITION	\$267
SUB TOTAL	\$9,115

VARIABLE COSTS		
FOOD	\$250-\$430/MONTH AFTER LANGUAGE SCHOOL	DEPENDS ON HOW MUCH YOU EAT AND WHO PREPS IT.

VARIABLE COSTS		
TRANSPORTATION	\$100/MONTH	WALKING LOCALLY MAKES A DIFFERENCE!
INTERNET/CELL	\$56/MONTH	YOUR USAGE LEVEL IS THE VARIABLE.
SUBTOTAL:	\$323- \$443/MONTH	

Based on costs listed above, this works out to be about \$1200 per month for the full 12-month program.

Compared with other (though shorter) intern/discipleship/missionary training programs the 12-month internship at ASELSI is cost effective and reasonable for the experience the intern will receive.

What's included in the ASELSI Intern costs:

- Up to 4 months of Language school/Housing/food
- Basic internet & Cell phone
- Housing and food in Chichicastenango (with a Guatemalan family)
- Basic Furnishings
- Health Insurance
- Bible School tuition
- Administrative fees and office/ministry supplies
- Basic transportation

What's not included:

- Flights to and from Guatemala
- Personal gifts and spending money
- Passport/visa fees
- Shots/medicine
- Required exams, shots, vaccinations, and paperwork
- Visa required travel (est. every 180 days of time in Guatemala)

Funding Schedule

	AMOUNT	DUE DATE
DEPOSIT	\$500	DUE UPON ACCEPTANCE TO THE PROGRAM
PAYMENT 1	\$5500	1 MONTH BEFORE ARRIVAL
PAYMENT 2	\$4400	BY START OF MONTH #6
PAYMENT 3	\$4100	BY START OF MONTH #10

All funding is the responsibility of the intern. We will help provide resources and ideas for how to fundraise as well as useful advice on how to communicate with supporters throughout the internship. As part of the missionary experience Interns can continue to raise money through monthly or other support while in the program for the Payments #2 and #3. The intern should look for a supportive home church or other organization to receive funds for them as part of their support system.

OTHER DOCUMENTS TO REVIEW AS SUPPLEMENTAL TO THIS DOCUMENT:

ASELSI TEAM MANUAL
ASELSI STAFF MANUAL