



# THE INTERNSHIP OVERVIEW

2015

# THE ASELSI INTERNSHIP

## **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](http://ASELSI.org)

## **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.

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 be something that benefits the purposes of ASELSI and demonstrates

the new 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. 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 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 Teams (May through August) 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.

### **Why we do it....**

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, <sup>20</sup> 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."

Equipping the Saints is what we do.

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 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.

## 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 to be determined)
- 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 Coordinator and ASELSI Director.

## 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)**

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

Besides the brotherhood mutual option 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.)

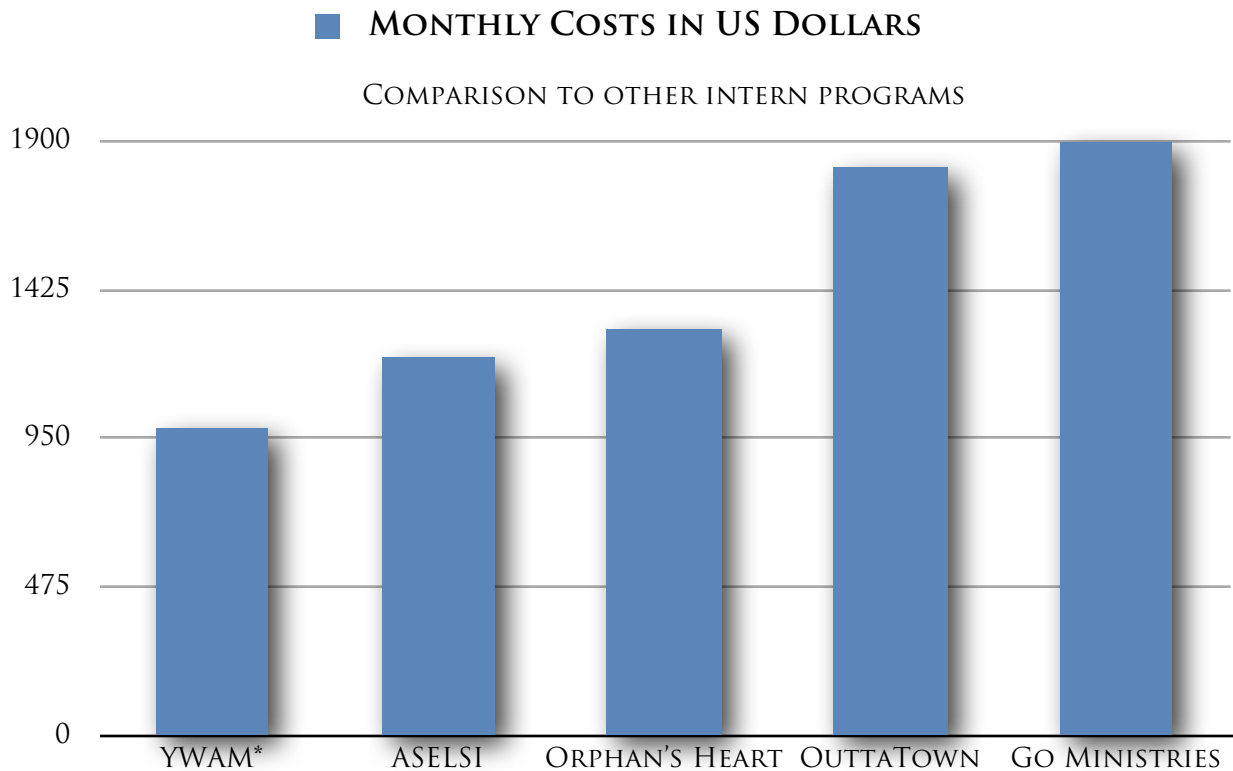
SET COSTS	
LANGUAGE SCHOOL	\$3,240
HOUSING (IN CHICHI)	\$1,600
INSURANCE	\$480
PROGRAM FEES	\$3528
TUITION	\$267
<b>SUB TOTAL</b>	<b>\$9,115</b>

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



\* YWAM costs are based on a non-Guatemalan site due to information availability and may not reflect costs of the actual Guatemalan site.

NOTE: We list these other ministry programs simply for a cost comparison and not an endorsement or commentary on the other opportunities available.

What's included in the above 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.

## Anticipated SCHEDULE for Future Interns

### Schedule \*

Month 1 - Location: Language School Site

- Orientation
- Language training
- Culture acclimation
- Discipleship
- Vision/Giftings Evaluation

Month 2

- Language Training
- Culture Integration
- Discipleship

Month 3

- Language Training
- Ministry/Development Evaluation
- Discipleship
- Visa Renewal (capital)

Month 4

- Language Training
- Ministry/Development Application
- Discipleship

<USUALLY INTERNS WILL VISIT THEIR HOME FOR ABOUT TWO WEEKS DURING THIS TRANSITION FROM LANGUAGE TRAINING TO MINISTRY SITE>

Month 5 - Location: Relocate to Chichicastenango

- Orientation
- Rotation of Ministry Stints
- Bible School
- Discipleship
- Cultural adaptation/connection
- Vision/Giftings Evaluation

Month 6

- Rotation of Ministry Stints
- Discipleship
- Bible School
- Outreach/Ministry/Development Evaluation

Month 7

- Rotation of Ministry Stints
- Discipleship
- Bible School
- Outreach/Ministry/Development Plan
- Visa Renewal (capital)

Month 8  
Rotation of Ministry Stints  
Discipleship  
Bible School  
Outreach/Ministry/Development Implementation

Month 9  
Rotation of Ministry Stints  
Discipleship  
Bible School  
Outreach/Ministry/Development Analysis  
Generational Leadership  
Vision and Giftings Evaluation

Month 10  
Ministry Focus/Final Project Focus  
Discipleship  
Bible School  
Outreach/Ministry/Development Paper  
Visa Renewal (International)

Month 11  
Final Project  
Bible School  
Discipleship  
Vision casting  
Outreach/Ministry/ Development Leadership

Month 12  
Outreach/Ministry/ Development Transition  
Discipleship  
Re-integration  
Vision casting  
Debriefing

**Ministry 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.

## Regulations

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

### Dress/Appearance

#### Women

- No low or open necklines on shirts
- No short skirts (use below the knee or longer)
- No tight jeans
- No Shorts (except when approved for playing sports)
- Light makeup
- 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

### Behavior

#### Personal Responsibility

- 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 papers 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 should, for safety reasons, the intern should communicate with the intern coordinator if they are traveling out of town.
- 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.
- Use of illegal drugs, drinking of alcoholic beverages, or use of any form of tobacco is 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.

## 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

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## Clothing

### Office dress

- Slacks and button down shirt for men
- Slacks or skirts for women (Below-the-knee skirts are required 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 JEANS

### Shoes

- Sturdy work shoes/boots
- Dress shoes
- Comfortable shoes for walking and playing soccer
- Rubber boots (can be purchased locally)

### Other

- Rain coat
- Sunglasses
- Sunscreen

## Frequently Asked Questions:

Q. What does an intern's normal day look like?

A. A “normal” day varies greatly. One day maybe spent working on paperwork in an office setting and another may be spent out on a project site doing manual construction work. Interns will spend time in

class settings, visiting village homes, working in the office, serving at the conference and more!

Q.What will I leave with?

A. The invaluable experience of living and serving in another culture and learning from hands-on learning provide a unique opportunity to leave with many new experiences, a deeper relationship with Christ, a greater understanding of missions and an opportunity to test your calling to full time work on the mission field or ministry.

Q. What do I need to bring?

A. See the packing list above and in the team manual.

Q.How long is the internship?

A. The internship is an 6 - 9 month program at the main ASELSI site in Chichicastenango. Prior to this is a preliminary 3-4 months of language school. So the full time is 10 to 12 months or just short of that depending on start and finish dates.

Q.Can I get college credit while in the program?

A. It depends on your school policy but the Intern Coordinator is available to serve as the site supervisor if you can get credit while serving in the internship. While encouraged, college credit expenses are not included in the Intern budget and would need to be funded separately by the intern.

Q.Where do interns live?

A. During language school the interns live with a Guatemalan family contracted by the language school to get a full immersion in culture and language. While in Chichi we will help the intern find a Guatemalan family to stay with or a room to rent depending on the needs of the individual intern. In the future we may offer intern housing in a different format.

Q.What do I do after the Internship?

A. One of our goals is to help you seek God's direction for your life and then take what you have learned here to serve there. We encourage interns to go back and serve in their home church for at least six months before moving out to the mission field or going on to the next thing God has for them. In the future there may be additional intern opportunities for more advance training but currently the six months to one year option is all that is offered.



