



Internships for Christian Leaders

Application Packet 2010

**For Questions or Assistance:
(650) 327-1139 or intern@bayshore.org**

Application Instructions

PLEASE READ CAREFULLY – These elements directly impact your eligibility for consideration!

- € **ELIGIBILITY** – Please read through the “Intern Eligibility Requirements” section (which follows) to ensure that you are eligible for this internship opportunity.
- € **APPLICATION** - Thoroughly fill out BCM’s ICL application.
 - Any handwritten parts need to be legible.
 - Please type your responses to our short-answer/essay questions. Limit your responses to **300 words maximum**. Be clear but concise – our application readers thank you!
- € **TRANSCRIPT** - Obtain a current copy of your transcript to submit with your application. An unofficial copy (printout of online grade report) is fine.
 - Your cumulative GPA must be documented.
- € **REFERENCES** - Distribute the attached reference forms.
 - Carefully choose your reference providers – select those who have clear knowledge of your abilities and know you well.
 - **Family members will not be accepted as references unless approved by BCM in advance.** Please list your chosen reference providers and their contact info in the allotted space in the application packet.
 - Read and sign the statement at the beginning of each reference form.
 - References are confidential. *Please have your references mail the forms directly to us at the address provided on the reference form – do not send in your own references.*
- € **PHOTO** – Include a current photo of yourself with your application.
 - If you use a group photo, please let us know which one is you!
- € **SUBMISSION** - Submit application materials via mail, postmarked by the applicable deadline. Remember to include:
 - a. Application Packet
 - b. Transcript
 - c. Current photo

Mail to: Bayshore Christian Ministries, ATTN: Internship for Christian Leaders
1001 Beech Street, East Palo Alto, CA 94303

- € **FOLLOW UP WITH REFERENCES** - Follow up consistently with your references to be sure they mail the forms by the correct deadline. *Your application packet is not complete & eligible for review until all three references are returned.*

APPLICATION & REFERENCE FORM DEADLINES – Postmark by:
Friday, March 12th, 2010 – For **PAID** Internship Applicants
Friday, April 30th – For **VOLUNTEER** or **SPONSORED** Internship Applicants



Internships for Christian Leaders June 12th – August 13th, 2010 www.bayshore.org/ICL.html

Our Organization:

Bayshore Christian Ministries (BCM) is a faith-based non-profit youth organization located in East Palo Alto, California. Our organization serves at-risk children and teens by offering academic assistance, opportunities for leadership development and programs focused on spiritual growth.

Despite bordering the affluent Silicon Valley, our community is plagued with many of the problems associated with urban communities. East Palo Alto's residents are primarily African-American and Hispanic, and many are low-income families or recent immigrants to the United States.

The "Internships for Christian Leaders" Program:

Each summer, BCM offers college students like you an opportunity to serve East Palo Alto's youth through an internship program focused on urban education and practical ministry experience. You will join with other students from all over the country as you immerse yourselves in the East Palo Alto community for 9 weeks. Your team will live and work among BCM's staff, volunteers and families.

We are seeking 20 highly-qualified interns this summer. All interns are provided with free housing and some meals during the internship. Compensation may be arranged in one of three ways:

- ◆ *Paid Internships* – BCM will provide \$2000 stipends for 5 interns.
- ◆ *Matching Internships* – Similar to a mission trip, interns seek financial support from their school, church, personal network or employer for the internship. In order to assist with this, BCM will award 12 matching gifts of up to \$1000. If you are awarded a matching internship, BCM will "match" the money you raise, dollar for dollar, up to the amount of the award. BCM will also provide you with materials to help you fundraise.
- ◆ *Volunteer Internships* – Volunteer internships function the same as matching internships but without any matching support from BCM. Similar to a mission trip, interns seek financial support from their school, church, personal network or employer for the internship but receive no compensation other than housing and occasional meals from BCM. BCM will also provide you with materials to help you fundraise. You must go through the standard application process and be accepted in order to be a volunteer intern.

The ICL Experience:

As an intern you would become a teacher in one of our summer academic programs for elementary and middle school students. Each intern is assigned a group of 3-6 children to work with in a classroom setting. You will be responsible for planning and teaching daily lessons for your students. The educational component of the programs focuses on math and literacy skills.

You will interact with your students through teaching, mentoring and recreational activities. While the summer programs focus primarily on educational issues, afternoon workshops – led by you and your fellow interns – in the arts and other interest areas, enable our students to discover and develop new talents and skills. Through the summer programs, you will develop meaningful relationships with your students. It is our hope that you will also share the love of Christ with the students throughout the summer. We also encourage interns to get involved with students' families whenever possible.



Year after year, we see the impact one summer can make on both interns and their students. As an intern, you will encounter a rich array of experiences. You'll learn what life is like in an urban environment and develop relationships with fellow interns from a variety of backgrounds. You will strengthen your personal leadership skills and learn about serving others through working with BCM's youth. In addition, if you are considering the education field, you'll have a chance to "test the waters" through curriculum development, lesson planning and classroom management experience.

You'll give individualized attention to children that are frequently overlooked in the school system. Under your guidance, our students can make measurable improvements toward grade-level proficiency. In addition, you will have a significant long-term impact on your students, including bringing them to Christ. As you work with our students, they will begin to see a college education as an exciting and attainable goal. You will become a valuable role model for them.

Orientation and Training:

BCM is committed to training and equipping you for every aspect of your work. An intensive two-week orientation begins with a three-day retreat designed to build unity among your team of interns. Orientation continues with training in urban issues, racial reconciliation, teaching skills, lesson planning, as well as leadership and character development.

These themes will be carried throughout the summer. You'll meet weekly for a time of teaching from veteran urban ministry leaders. In addition, you'll meet regularly in small groups for a time of accountability, prayer and study.

A debriefing retreat completes the internship experience. Everyone will travel off-site for a time of rest and reflection on their summer at BCM. This retreat will allow you to process your internship experience both individually and together with your fellow interns.

Housing, Food and Expenses

Bayshore Christian Ministries will provide:

- Meals during BCM training events and the orientation and debrief retreats
- Daily lunch during 6-week student summer program
- Housing – in group settings – is provided to all interns
- Transportation to and from the airport upon arrival and departure (San Francisco, San Jose and Oakland airports)
- Stipend or matching gift (see above)
 - BCM cannot distribute any money (cash or check) to you for personal spending money. This is due to our accounting methods and there are no exceptions. A local bank will allow you to set up an account for the summer, or cash BCM checks at their site.

Interns are responsible for the following expenses:

- Travel costs to and from the San Francisco Bay Area
- Food for all meals which are not listed above
- Laundry money
- Personal items/toiletries
- Entertainment

→ To find out more detailed information on the internship, including "A Day in the Life of ICL," please see our General Information Package at www.bayshore.org/ICL.html.

Intern Eligibility:

All ICL applicants must meet the following requirements in order to be considered for the ICL internship program:

- Have a strong desire to work with urban youth in an academic/teaching setting.

NOTE: You do not need to have prior experience with teaching, or be an Education major to be successful in the internship. We'll train you.

- Be between 18 & 23 years old and registered as a full-time college student (including graduating seniors). The program is designed primarily for undergraduate students up to age 23. We do occasionally consider 1st year Grad students that meet the age requirement, but on a case-by-case basis.
- Possess a DOCUMENTED cumulative 2.50 GPA – We must have valid proof of your cumulative GPA in order for your application to be considered.
- Be legally eligible for employment in the U.S.
- Be eligible for employment with an organization outside your college or university. If you are currently permitted to work in the U.S. under a U.S. Student Visa you will need to show proof you are eligible to work at BCM in compliance with the regulations of your Visa
- Be a legal U.S. resident through the last day of the internship. If you are accepted, all documentation must be in place prior to your arrival at BCM. (BCM can provide more info on this).
- Be available June 12 through August 13, 2010. No early departures or late arrivals.
- Be willing to live in BCM's ministry housing in the East Palo Alto community for the full 9-week period (see Program Description for housing info).

Due to the structure & purpose of the internship, all ICL interns – including local Bay Area students – must make the intern community a priority for the summer. Interns are allowed, at most, 2 weekends or 'overnights' where they are staying overnight outside the intern community. Permission for these weekends must be granted by BCM in advance. If you have questions on this, please ask.

In addition, ICL Interns should...

- Be spiritually, emotionally and socially mature
- Work well as part of a larger team – a “team player”
- Be flexible and have a positive attitude
- Be prepared to be challenged on many levels
- Have a strong desire to grow in your knowledge of God and your commitment and service to Him!

Intern Responsibilities and Expectations

- Actively participate in all orientation, training & debriefing activities
- Faithfully fulfill all responsibilities as a teacher or supervisor in BCM's summer programming (lesson planning, classroom management, etc.)
- Attend weekly team dinner/training meetings
- Actively participate in your accountability group
- Attend a local church weekly throughout the summer
- Actively seek to build relationships with fellow interns. Participate fully in the intern “community.”

Important Dates & Deadlines

ICL Program - 2010

Friday, March 12th

APPLICATION DEADLINE – PAID AND MATCHING INTERNSHIPS: All application materials must be postmarked by this date in order to be considered.

March 22nd-26th

APPLICANT INTERVIEWS: Paid and matching applicants will be interviewed before any acceptance decisions are made.

Monday, March 29th

NOTIFICATION – PAID AND MATCHING INTERNSHIPS: Paid and matching interns will receive notification of acceptance via email.

Friday, April 30th

APPLICATION DEADLINE – VOLUNTEER INTERNSHIPS: All application materials must be postmarked by this date in order to be considered.

A NOTE on the Volunteer Internship Application Process:

Volunteer intern applications are evaluated, and positions filled, on a first come/first serve basis. Thus, it is in your best interest to ensure your materials are submitted in a timely manner. Volunteer applicants will be interviewed before a final decision is made.

Friday, June 11th – Saturday, June 12th

All Interns must arrive at Bayshore Christian Ministries by 3pm on Saturday, June 12th

Saturday, June 12th – Thursday, August 12th

Summer Internship Program

Friday, August 13th

Interns depart for home

Due to the structure of the internship program, we cannot allow interns to arrive at BCM later than June 12th, or depart earlier than August 13th.

Application Results / Notification of Acceptance

You will be notified of our decision via email. If accepted, you will be asked to reply to the email by a specified date to confirm your acceptance of the position.

Paid and Matching Internships – Results of your application will be emailed on or before Monday, March 29th, 2010.

Volunteer Internships – Confirmation will be sent to you via email once your completed application materials have been received by BCM. Applications will be reviewed as soon as all materials including references are received by BCM. You will be notified of our decision **within 15 business days** from the date you have obtained confirmation.

Internships for Christian Leaders 2010 Application Packet

I am applying for (check one or more):

PAID MATCHING VOLUNTEER

I am interested in working with the following grade level(s).

Circle all that apply: 1 2 3 4 5 6 Any

Full Name: _____ Gender: Male / Female

Preferred Name: _____

Age: _____ Date of Birth: (mo/day/yr) ___/___/___ Social Security Number: _____

Marital Status: Single Married Divorced Widowed Separated

How did you hear about BCM and the ICL program? _____

College / University Information:

College/University: _____ City, State: _____

I am currently a: Freshman-(1st yr) Sophomore-(2nd yr) Junior-(3rd yr) Senior-(4th yr) 5th yr

Major: _____ Minor: _____

Contact Information – SCHOOL:

Mailing Address: _____ City: _____ State/ZIP: _____

Home/Room Phone: _____ Cell Phone: _____

Email Address: _____

The best way to contact me is: (circle one or more) Home Phone Cell Phone Email

I can be reached at the location listed above until: ___/___/___ (date)

Contact Information – PERMANENT / HOME:

Mailing Address: _____ City: _____ State/ZIP: _____

Home Phone: _____ Cell Phone: _____

Email Address (if different from above): _____

The best way to contact me is (circle one or more): Home Phone Cell Phone Email

I can be reached at the location listed above starting: ___/___/___ (date)

A Note on Email:

The majority of communication from BCM will come via email. This includes the results of your application submission and most information sent to accepted interns before their arrival at BCM.

Please be sure to give us an email address that you can check regularly!

Confidential Information:

Please answer the following questions honestly. Your answers to these questions will not necessarily disqualify you for acceptance. The answers you provide will be treated confidentially. We may contact you for further information if necessary.

Have you ever been convicted of – or plead guilty to – charges of child abuse, domestic violence or any crime involving actual or attempted rape or sexual molestation? Yes No

If yes, please explain and note year it occurred:

Have you ever been on probation? Yes No

If yes, please explain and note the year it occurred:

Case Worker: _____

State: _____ County: _____

Have you ever been reported to Child Protective Services or to the Department of Social Services?
 Yes No

If yes, please explain and note the year it occurred:

Case Worker: _____

State: _____ County: _____

Are you willing to be fingerprinted for an FBI background check? This is required for all individuals working with youth at BCM. Yes No

Personal Reflection Questions

Please answer the following questions individually on a separate piece of paper. Each answer should be 300 words or less. Please type your answers. NOTE: There are no wrong answers! Simply answer honestly and thoughtfully.

1. Please tell us about yourself (background, family, hobbies, etc).
2. Write a brief testimony describing your salvation and your current relationship with Jesus Christ.
3. What drew you to this internship opportunity?
4. What do you hope to gain through this internship experience? Explain any personal goals you would hope to achieve.
5. What is your practice in regards to prayer and scripture reading?
6. How do the issues of racial reconciliation, social injustice, and poverty relate to your understanding of the Gospel?
7. What role do relationships play in sharing the Gospel with others?
8. Why do you think academic support is especially important in an urban environment?
9. In what areas of your life do you see the need for further growth?
10. What dreams, hopes and goals do you hope to pursue over the next 5-10 years?
11. If you will be graduating after this school year, would you consider staying in the Bay Area after this summer? Yes No
 - If you answered yes, would you be interested in a paid or volunteer position with BCM in the coming school year? Yes No

We want all summer interns to be aware of opportunities for continued involvement with BCM after their internship. If you do not hear enough information about such positions during your time at BCM, please be sure to discuss this further with one of our staff!

Personal Resume

We want to know more about the skills you possess and experiences you have had. Please continue by addressing the following areas. Keep your answers short and clear – use a bulleted list whenever possible. Think of this as a modified “resume” – format it accordingly.

1. Write a brief (300 words or less) statement, telling us why you are a strong candidate for BCM's internship program. *Remember - This is your opportunity to highlight yourself and what you would bring to the internship program!*

2. Please highlight specific experience you've had in any of the following areas. Tell us the length of your participation in each.
 - a. Teaching/Classroom Education
 - b. Teaching or work in an ESL (English as a Second Language) classroom situation
 - c. Youth Work/Leadership over Youth
 - d. Committee/Governing Body Participation
 - e. Small Group/Bible Study/Sunday School Leadership
 - f. Evangelism
 - g. Counseling
 - h. Missions Experience
 - i. Prayer Ministry
 - j. Leading formal worship times (at church, at school, etc.)
 - k. Resident Assistant (RA) or management of a group housing situation (fostering unity, house management, cleaning/cooking schedules, etc.)

3. Tell us about any of your skills and talents in the following areas:
 - a. Music (Voice, Guitar, Piano, etc.)
 - b. Visual Art
 - c. Dance & Drama
 - d. Arts & Crafts (Scrapbooking, Sewing, etc.)
 - e. Sports & Coaching
 - f. Event Planning / Project Management
 - g. Spanish language proficiency (Indicate your skill level)
 - Speaking Beginner Intermediate Advanced
 - Reading Beginner Intermediate Advanced
 - Writing Beginner Intermediate Advanced
 - h. Other interest and/or hobby

4. Interns will be asked to lead summer workshops for our students as part of their internship, (such as soccer, photography, dance, science, crafts, etc.). What interest, hobby or area of expertise do you have that would lend itself to a workshop?

5. Are there any factors we should take into consideration regarding your current financial situation?

Miscellaneous Information

Church Involvement – WHILE AT SCHOOL:

Church(es) attending: _____ City, State: _____

How long have you been attending this church? _____

Pastor's Name: _____

Phone: _____ Email (if known): _____

Describe your involvement in church life (i.e. Sunday school, College ministry, Music ministry, etc.):

Church Involvement – HOME CHURCH (the church you attend when not at school):

Church attended: _____ City, State: _____

How long have you been attending this church? _____

Pastor's Name: _____

Phone: _____ Email (if known): _____

Describe your involvement in church life (i.e. Sunday school, College ministry, Music ministry, etc.):

References

Please list the three (3) reference providers who will be filling out the attached forms. **Reference providers should not be family members.**

Pastoral Reference: (Church Pastor, Campus Pastor, Bible Study leader or other spiritual leader)

Name: _____

Position: _____ Organization/Church _____

Phone: _____ Email: _____

Relationship to you: _____

Professional or Professor/Instructor Reference: (Supervisor, Employer, Professor or Teacher)

Name: _____

Position: _____ Organization/Church _____

Phone: _____ Email: _____

Relationship to you: _____

Other Significant Adult: (Mentor, another Professor, etc. -- not a peer or a family member)

Name: _____

Position: _____ Organization/Church _____

Phone: _____ Email: _____

Relationship to you: _____

Applicant Agreement

To the best of my knowledge the information in this application is true and correct. I authorize any individuals or organizations I have listed in this application to provide Bayshore Christian Ministries (BCM) any information they may have regarding my character and fitness for working with youth. I release all such references, individual or organizations from liability for any damage which may result from furnishing such information to BCM.

Applicant's Signature: _____ Date: _____

The information you have provided in this application will be kept confidential, and will be disclosed only to the following individuals: a) Bayshore Christian Ministries staff members who are involved in applicant selection, b) program supervisors, only in the events where information is necessary to carry out supervisory responsibilities at Bayshore Christian Ministries, or c) in the event that information in this application is required by law.

Applicant Checklist

We want your application materials to be eligible for consideration! Use this checklist as a way to ensure all details are covered.

BEFORE submitting your application materials, please confirm have you done the following:

- € Confirm you meet all of the eligibility criteria
- € Fill out the ICL application packet completely and compile ALL pages that need to be returned
- € Select three reference providers -- one for each type of reference:
1) Pastoral, 2) Professional or Professor, and 3) Other Significant Adult
- € Provide each of your references the appropriate reference form to submit to BCM. (Be sure to sign the waiver and fill out the information required at the top of each of the reference forms prior to presenting them to your reference providers.)
- € Request a transcript from your registrar, or print out your grade report
- € Check to make sure your CUMULATIVE GPA is at least 2.50 and documented on your transcript/grade report
- € Enclose a current photo of yourself
- € Remind your references of the date by which their forms must be postmarked. References may submit their form via email.

QUESTIONS?

(650) 327-1139

intern@bayshore.org

www.bayshore.org/ICL.html

PASTORAL REFERENCE FORM

(Church Pastor, Campus Pastor, Bible Study leader, or other spiritual leader)

Remember – do not use family members as references, unless prior approval has been given by BCM.

Applicant Waiver: I hereby waive my right to see this reference letter once it has been completed.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

I am applying for the following internship opportunity: PAID VOLUNTEER/SPONSORED

Reference Provider: _____

Organization/School/Church: _____ Position: _____

Day Phone #: _____ Email: _____

Dear Reference Provider,

The applicant listed above has applied to work as an intern with Bayshore Christian Ministries (BCM). BCM interns become teachers and mentors to urban children and teens in our summer academic programs. Interns live and work closely with other college-age young adults from diverse backgrounds in an urban community. They will be working independently with a small group of children or teens in a classroom environment. Interns receive extensive orientation in teaching techniques, urban ministry and issues pertinent to their work with our organization.

Please answer the following questions. We welcome typed reference letters addressing each question.

REFERENCE LETTERS MUST BE POSTMARKED BY:
March 12, 2010 – For PAID/MATCHING Internship Applicants
April 30, 2010 – For VOLUNTEER Internship Applicants

MAIL or EMAIL LETTER TO:
intern@bayshore.org
Bayshore Christian Ministries, ATTN: Internships for Christian Leaders
1001 Beech Street, East Palo Alto, CA 94303

1. Describe your relationship to the applicant. How long have you known him/her, and in what capacity?

2. What are the applicant's greatest strengths and abilities?

3. What areas / issues require the applicant's further development or attention? Please explain.

4. Would this applicant be a responsible, timely and diligent worker? Please explain.

5. The applicant will be working and developing relationships with underprivileged youth in our programs, some from difficult life experiences. What is it about the applicant that makes you believe he/she will - or will not – be able to successfully work with these youth?

6. The ICL program can be intense – interns will encounter many challenges. Please comment on how the applicant responds to a) pressure, and b) correction.

7. A large focus of the internship experience will be on developing relationships with fellow interns who come from very diverse backgrounds and experiences. Do you feel the applicant will respond well to the challenge of navigating within a diverse group? Why or why not?

8. Interns must work independently with youth while maintaining discipline and structure. Do you believe the applicant will be able to adequately manage students and maintain control? Please explain. *(BCM fully trains interns in disciplinary and classroom management procedures.)*

9. Do you have any reason to believe the applicant would treat our youth in an abusive or inappropriate manner (emotionally, physically or sexually)?

10. Do you feel the applicant has sufficient emotional stability and overall maturity for this experience?

11. Please rate the applicant in the following areas. If marking “Average” or “Low” for an area, we’d appreciate a short explanation in the “Comments” section.

	High	Average	Low
Cooperation with others	_____	_____	_____
Ability to form positive relationships with peers	_____	_____	_____
Submission to authority figures	_____	_____	_____
Leadership ability	_____	_____	_____
Reliability	_____	_____	_____
Spiritual maturity	_____	_____	_____
Emotional stability	_____	_____	_____

Comments:

12. Do you believe we should accept this applicant for our internship program?

PROFESSIONAL or PROFESSOR REFERENCE

(Supervisor, Employer, Professor or Teacher)

Remember – do not use family members as references, unless prior approval has been given by BCM.

Applicant Waiver: I hereby waive my right to see this reference letter once it has been completed.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

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Submission to authority figures	_____	_____	_____
Leadership ability	_____	_____	_____
Reliability	_____	_____	_____
Spiritual maturity	_____	_____	_____
Emotional stability	_____	_____	_____

Comments:

12. Do you believe we should accept this applicant for our internship program?

GENERAL REFERENCE

(Mentor, another Professor, etc. that is not a peer, nor a family member)

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Applicant's Name: _____

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Reliability	_____	_____	_____
Spiritual maturity	_____	_____	_____
Emotional stability	_____	_____	_____

Comments:

12. Do you believe we should accept this applicant for our internship program?