



Internship for Christian Leaders (ICL)

2010 General Information

Contact Information:

(650) 327-1139

intern@bayshore.org

Submit all materials to BCM:

Bayshore Christian Ministries

ATTN: Internship for Christian Leaders

1001 Beech Street

East Palo Alto, CA 94303

Important ICL Dates (2010)

Friday, March 12 th	<u>APPLICATION DEADLINE – PAID AND MATCHING INTERNSHIPS:</u> All application materials must be <u>postmarked</u> by this date in order to be considered.
Monday, March 29 th	<u>NOTIFICATION – PAID AND MATCHING INTERNSHIPS:</u> Paid and matching interns will receive notification of acceptance via email.
Friday, April 30 th	<u>APPLICATION DEADLINE – VOLUNTEER INTERNSHIPS:</u> All application materials must be <u>postmarked</u> 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 11 th – Saturday, June 12 th	All Interns must arrive at Bayshore Christian Ministries by 3pm on Saturday, June 12 th
Saturday, June 12 th – Thursday, August 12 th	Summer Internship Program
Friday, August 13 th	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.

Overview of Summer Schedule

June 12 - 25: Internship Orientation

All of the interns will gather on Saturday evening for dinner, provided by BCM, and a chance to meet one another as well as the BCM staff. The following morning (Sunday) we will travel to the Orientation Retreat. During this retreat (Sunday-Wednesday) you will spend time on personal development as well as activities designed to create unity amongst your team.

Once we return from the retreat, you will continue training at BCM's facility in East Palo Alto. This training will focus on urban issues and program-specific training including teaching strategies, child development, classroom management, curriculum development and other topics which will equip you to succeed as instructors for your group of students.

June 28 – August 6: Summer Programming at BCM

A “typical week” schedule is included in the following pages. Be prepared to be very busy! While the program is running, you will be expected to work weekdays during program hours and attend any scheduled meetings, home visits or other activities. You will have weekends as well as the 5th of July off.

We will be gathering together as a full intern team once each week for a time of food, fellowship and teaching. We’ll eat together as a team and then split up into small groups for a time of prayer, accountability and study. The evening will close out with a guest speaker – a community leader who will speak on issues pertinent to urban ministry.

Weekends will be reserved for doing laundry, household chores and church attendance.

August 6: Summer Banquet

This is one of our favorite events – for both students and staff alike! The Banquet is the culmination of our summer programming, representing all of BCM’s programs. We invite the entire East Palo Alto/BCM community and all of our families to this event.

Your students will have a chance to perform and display the things they have accomplished during the summer. Workshop classes will perform dance routines, recite poetry, display art projects...it’s a time for our students to shine. You will have a key role in creating the look and feel of this event.

You are more than welcome to invite any friends or family who may be in the area to attend the Banquet.

August 9 - 12: Summer Closing & Debriefing Retreat

This last week is focused on “closing out” the summer – both practically and emotionally.

BCM is committed to providing a complete and well-rounded experience for all of our interns. We will head to an off-site location for a 2-day retreat that will provide us a chance to “debrief” as a group, as well as individually. This is a time of reflection on the summer, the urban ministry experience and an opportunity to “wind down” after an intense summer.

Summer Academic Programming

The interns as a group will be responsible for running BCM’s summer program for elementary students, SAIL. The SAIL program serves youth graduating 1st-4th grades and consists of academic instruction, special interest workshops and outings.

You will become the teacher for a group of 3-5 students. These students will be “your” students for the entire summer. Mornings will be spent on academic skill-building and reinforcement. You will be responsible for lesson planning and developing curriculum for the students in your class. In the afternoons, you will lead or co-lead an interest-based

workshop – workshops that are formed around our students’ needs/interests and each intern’s talents and giftings.

Please see “A Day in the Life of ICL” below for a more detailed schedule.

NOTE on Workshops: We will establish which workshops will be offered during the Orientation. You’ll also have a chance to plan your workshop times during these weeks. Follow-up information about workshops will be sent to you prior to your arrival at BCM.

Travel

Travel Arrangements

All interns are responsible for funding and arranging their own travel to and from California.

BCM will provide pickup and drop-off service for those arriving at local airports, bus stations or train stations.

Housing

You will be provided housing by BCM – all costs have been covered.

You will live with other interns in “housing groups” throughout the East Palo Alto community. BCM outfits each house with all household goods you will need throughout the summer – cleaning supplies, paper products, dinnerware, kitchenware, etc.

You will have bunk beds or mattresses (on the floor) to sleep on this summer. You may need to bring bedding with you (sleeping bag, comforter/sheets, etc.)

Food/Meals

BCM will provide all meals during the orientation and debrief retreats. In addition, you will receive a weekly dinner as part of our Bible study and fellowship time. Lunch is provided daily for students and interns as part of the summer program. All other meals are the responsibility of the interns.

Laundry Facilities

You will use local Laundromats to do your laundry. You are responsible for providing your own laundry supplies (detergent, etc.). Laundry trips are done most often on Saturdays as a housing group and/or as part of the grocery run.

Insurance Coverage

Health

BCM does not provide insurance coverage for summer interns. All students should be covered by personal health insurance and are personally responsible for all medical expenses incurred while interning with BCM.

Uninsured? Short-term coverage is often available for those who do not have regular medical insurance.

Out of Area coverage - Some health insurance companies also offer an “Away From Home” care program to members, providing easier access to medical care while away from the home service area. Check with your individual insurance carrier.

Time Away (weekends)

During the course of your summer internship, the expectation is that you spend your time developing relationships with fellow BCM interns. Building these relationships should be a priority.

Our strongest teams have been those consisting of interns that truly invest in relationships with other team members. These teams had a unity that was significant due to the bond formed between individuals. Each year, our interns confirm that they learn and grow just as much (if not more) through the relationships they build with fellow interns, as they do from our training! These interns had a much richer team experience and impacted our youth in powerful ways.

That said, we realize that sometimes extraordinary circumstances arise that require you to leave for a weekend.

Guidelines for Time Away

- Time away must be approved at least 2 weeks in advance. Approval is required due to safety concerns. We need to know where you are in case of an emergency or if we need to get hold of you suddenly. See Amy for approval...
- You must be present for the entire 2 week Orientation period (June 12 – June 25) – this training is mandatory.
- You must be present for cleanup and the Debriefing Retreat (August 9-12) – this is also a mandatory event.
- If your weekend (or weekend night) away is approved, you may leave only after fulfilling your work responsibilities on Friday afternoon, and must return by Sunday at 5pm.

Emergency situations – Should an emergency situation arise (either before you arrive or during the summer), good communication is key to helping us navigate that situation with you. Please notify us immediately and keep us in the loop. We’ll work with you as much as possible.

A Day in the Life of ICL

Typical Day (Monday-Thursday)

7:15 am	Carpools leave to pick up children/Interns on playground duty
7:30am - 7:45 am	Students arrive and play in parking lot/field until 8:00am
8:00am - 9:40am	Program Begins/Academic Teaching
9:40am – 10:00am	Snack/Recess
10:00am – 12:00pm	Academic Teaching
12:00pm – 1:00pm	Lunch & Recess
1:00pm – 2:45pm	Workshops and Recreation Activities
2:45pm – 3:00pm	Return to Homeroom Tutors, announcements, clean rooms
3:00pm	Program ends, students to be picked up/driven home/ walked home
3:00pm – 5:00pm	Lesson planning, tutor meetings, etc.

***One night each week there will be dinner, worship and Bible study as a team followed by a speaker (5pm-8pm).**

Field Trip Days

8:00am- 9:00 am	Morning Activities/Field trip Orientation
8:00am- 9:00am	Leave on Field Trip
3:00pm	Return from Field Trip (lengths of field trips vary)

Weekends

Church, laundry, grocery shopping, household chores, rest in preparation for the following week!