



NEIGHBORHOOD
MINISTRIES

2018 SUMMER INTERNSHIP GENERAL DESCRIPTION
MAY 20 – AUGUST 3, 2018

AN OVERVIEW: NEIGHBORHOOD MINISTRIES' MISSION & WORK

To be the presence of Jesus Christ, sharing his life-transforming hope, love, and power among distressed families of urban Phoenix, to ignite their passion for God and his kingdom.

Since 1982, Neighborhood Ministries has been serving Phoenix's most vulnerable residents, advocating for their physical, emotional, mental and spiritual needs. The Neighborhood Center is strategically located in the heart of the urban community at 19th Avenue & Van Buren St. in Phoenix, AZ. The Center houses a food and clothing bank, classrooms, a ball field and a playground filled with over 700 children and youth each week. The young people join hundreds of volunteers who offer academic help, encouragement and stability in a faith-based, safe and fun-filled environment. Many of those we serve are youth who have turned to drugs, gangs and crime to dull their pain and sense of despair. Our programs aim to assist with their basic needs, thwart the community's pandemic school dropout rate, encourage academic excellence, develop student leaders, and restore hope in young victims of neglect, abuse and poverty.

Besides the programs on our site, hundreds of our volunteers connect with children and families in their apartments, at their workplace, at school, or in small group meetings throughout the week. We value relationships much more than programs. This means that we must initiate contact with those we serve away from our property and in the places where they live if we are to truly develop trust. Ultimately, we believe that this trust-building is the only path to transformation - for both our lives as well as those we serve.

SUMMER INTERN EXPERIENCE

As an intern at Neighborhood Ministries, you will immediately jump into dialogue-based theological training times as well as work on behind the scenes preparations for the various summer programs. You will be working daily (Mon-Fri, unless at camps, which include weekends) with a team of people, all of whom are summer staff.

THE TRAINING

It is important to us that you leave at the end of the summer having developed in your understanding of God's grace, your awareness of His heart for the poor, and your understanding of healthy urban missiology. You will be reading, participating in class sessions, journaling, dialoguing with others, and having experiential opportunities where you will be stretched in your thinking. We also practice times of extended prayer. You will be learning from others on your team – made up of older and younger members, some of whom have grown up in the neighborhood and others who have come from outside.

THE WORK

Neighborhood Ministries is a Christian Community Development (CCD) organization. Ideally, each summer intern will be exposed to all of the diverse work that is incorporated inside the CCD framework. Based on their own individual interest and calling, interns will have the opportunity to break into small teams and "go deep" into the specializations of particular areas of ministry. In these times they can locate their gifting and calling and learn how to use their unique gifts to participate in



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God's Kingdom work. But we also want to grow as a community and team, so there are additionally many ways we are shaped as a group. For over 30 years, NM has hosted a two-week children's summer program called Kids Club. In many ways it is the high point of the summer and an experience that all interns share in together. The way it all wraps into your larger summer is something we will be working on from now until you arrive.

These are the particular focuses of the summer:

Children and Youth Ministry

Kids Club

During the summer there are a lot of opportunities to learn about incarnational and long-term relationship building among children and youth. From the very beginning, loving young people has been the heartbeat of NM. Kids Clubs' mission is to build long term relationships with the children and the community in a safe, nurturing environment where they are loved as they are, are heard, have fun, feel valued, can dream, grow and learn about the love, hope and power found in a relationship with God through Jesus Christ. Kids Club is a large summer day camp attended by 600 children and coordinated by over 150 volunteers. Lots of work goes into preparing classrooms, activities, lessons, skits, youth registration (knocking on doors), setting up fieldtrips and all the little details that make this camp a reality. As a part of this team you will be helping plan and set up the different parts of Kids Club daily events and special activities like Lake Day and Carnival Day. During program weeks you live with your co-workers (up to 80 at Kids Club).

Kids' Camp is a one-week camp in the mountains of Payson, Arizona where a smaller group of students engage God and the outdoors in a more intimate and spiritual time of healing and relationship building. Likewise, getting students prepared and making arrangements for Kids' Camp is a lot of work.

These programs are high energy. The entire summer is extremely intense – physically, emotionally, and spiritually. In the middle of the summer, you begin to feel as if you have been here all your life.

Mom's Place

Mom's Place is a ministry for young moms. Many of our young people enter into parenthood at an early age and so creating spaces just for them is important to us. Mom's Place teaches parenting, pregnancy and women's health, and child development all inside a loving and discipling community. Planning summer water play activities, taking small groups to libraries or the children's museum for play time, driving moms & kids to appointments, home visits with a mom & her baby(ies), helping with parenting classes for 1st time pregnant moms & dads...these are all part of a Moms' Place Summer.

Advocacy and Social Justice

Many who work with the poor for a long time begin to realize how merely dealing with the effects of unjust structures is not enough – we need to also confront the causes and sources of our broken systems. Advocating against the structures that keep people poor is a growing and exciting edge of Christian Community Development and non-profit work in general. Advocacy prevents our work from becoming complicit in the status quo and helps avoid overly paternalistic or maternalistic responses to poverty.

Our Social Justice strategies have included train-the-trainer models of leadership development where local leaders develop their capacity as they train and inform others. We have implemented



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citizen lobbying efforts and voter engagement and registration campaigns. Interns will have the opportunity to dive into these teams and engage the issues from the ground up, finding solutions alongside community members.

Community organizing is another activity interns will engage in. If we are to have a voice that carries any real influence, it is clear we must be united and working together as one. Organized communities are a prerequisite to confronting the powers and principalities that trap and wound families. Conducting one-on-one and house meetings in our community helps NM understand the people's most pressing needs and the leaders that already exist in our neighborhood. Again, interns will be invited into this work.

Multimedia and Web

Every community has an identity worth celebrating, stories worth sharing. Often times much of the media depicting marginalized communities is the work of individuals from outside the area. With the introduction of low cost but effective equipment and near ubiquitous access to the web (the largest audience in the world) it is largely only a matter of training before these communities are able to represent their own perspective. The language we like to use is "influencing the narrative"; not changing or invalidating other narratives but rather elevating the marginalized narrative, which is easily overlooked but imperative to understanding the issues. The multimedia team will focus on learning, capturing and sharing the uniqueness and value of our community.

We are asking you to choose a particular emphasis of focus for some of the work you will be doing with us this summer as an intern. Interns can choose to emphasize in one of the four tracks offered. Please take time to look at the offerings above and then fill out the check list below. Assign your preferences as 1, 2, and 3, with number 1 being your first priority. Then attach this sheet to the completed intern application packet.

Please check your #1, #2 or #3 interest in the NM Summer Intern Tracks:

- Children and Youth Ministry**
- Mom's Place**
- Advocacy and Social Justice**
- Multimedia and Web**

For the first few weeks your work days will be a combination of an interactive training time and then program preparation time. In addition, you will spend a few hours each day going into the community and homes in order to register kids for the different programs. Here it really helps if you know Spanish or desire to learn.



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FAQ'S

Who should apply?

Anyone who...

- ✓ Is concerned with social justice issues and wants to learn how to best address them in his or her community.
- ✓ Is open to learning from people of all ages and backgrounds.
- ✓ is willing to explore and reflect upon what "good news" looks like for those on the margins

What will I do as a summer intern/emerging leader?

Learning here is very hands-on. You will be directed to have various roles throughout the summer, possibly including any of the following: kids small group leader; route driver (if you are 21+ yrs); cleaner and organizer; small event planner; registrar; etc. You will be asked to lead, follow, participate, learn, rally, reflect, question, engage, and fully invest yourself in this process.

When is the internship?

The bulk of the internship is **MAY 20 – AUGUST 3, 2018**. However, there are a few earlier dates that we ask you to set aside, particularly if you live in the Phoenix Metro area

TBA Kids Club Training (10-2pm)

Where will I live & what are the costs involved if I need housing to be arranged for me?

Ideally you will live in the downtown Phoenix area. If you come from outside this area and want us to find you housing nearby, then we ask that you fundraise an extra \$800 towards this expense.

What is a general timeline of the entire internship process?

March 15	Application Due / Fundraising letter written (final deadline)
March 22	Applicants are notified of their acceptance status (if not earlier)
Mid Mar-Mar 31	Chosen applicants are invited for an interview (by phone or in person).
Mid Mar-May 20	Fundraising period (details on next page)
TBA	Kids Club Work Crew Training
May 20	Summer Staff Orientation & first working day
May 21-23	Summer Staff Retreat
June 17	Work Crew Move In
June 18-29	NM Kids Club
July 5-7	2 nd Intern Retreat
July 22-27	NM Kids Camp @ Mountain Meadows
August 2	Final day of Internship & Summer Staff debrief celebration



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2018 SUMMER INTERNSHIP FUNDRAISING INFORMATION

THE FUNDRAISING NUMBERS BREAKDOWN:

Program costs:	\$500
▪ Food/Drink	
▪ Transportation	
▪ Camp housing/food	
▪ Books/supplies/t-shirts	
▪ Tithe towards “emerging leaders” support	
Housing:	\$800 (if needed)
Take-home Stipend:	\$2000 (up to)
Total:	\$2500 (without housing)
	\$3300 (with housing)

FUNDRAISING PROCESS TIMELINE

March 15	Application Due & Fundraising Letter Written Turned In
March 20	Fundraising Letter mailed
March 20-April 20	Follow-up calls
April 30	50% + program costs fundraised (\$1500) <ul style="list-style-type: none">▪ if fundraising goal met, proceed to finish fundraising▪ if not met, meet with NM leadership to decide whether to move forward

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- ✓ We will coach you through the fundraising process (assist you in writing a support letter, brainstorm potential supporters, and coach how to make follow up contact). Please do not become too intimidated by this process. We have all gone through the experience ourselves and know how daunting the task seems, but it is doable. Please ask us for help! We can't encourage this enough.
 - ✓ If you raise above the stipend amount, program, & housing costs, the excess of what you raise will be allotted to the emerging leader fund.
 - ✓ **It is required that you finish your fundraising before the summer internship begins. This means that your total amount must be in by the internship start date, May 20, 2018.** It is our experience that since the summer experience is so intense interns will lack the energy and time to put in continued fundraising efforts anytime after May 20th. If money is still coming in after you begin, we will designate it accordingly.



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**2017 SUMMER INTERNSHIP APPLICATION:
MAY 20 – AUGUST 3, 2018**

APPLICATION PACKET INSTRUCTIONS

1. Complete the application and be sure to attach your short-answer responses.
2. Ask your spiritual mentor and peer reference to complete their reference forms and return them (either mailed, or emailed) separately to the address indicated.
3. Mail/Email the following items to the address indicated. Please have returned all items to us by the final deadline, **March 15, 2018**
 - Completed Summer Internship Application form**
 - Completed Spiritual Mentor reference form** (he/she needs to return it to us or you can in a sealed envelope)
 - Completed Peer Reference form** (he/she needs to return it to us or you can in a sealed envelope)
 - Signed Summer Covenant**
 - Completed check-list for intern track**

Completed application and references can be sent to:

Email: Summer.internship@nmaz.org

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE/ YOU WILL BE NOTIFIED OF CHANGES AS PROGRAMS FOR 2018 ARE CONFIRMED.



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Summer Covenant

By choosing to enter into a leadership role as a summer intern at Neighborhood Ministries, you are entering into a position of example and authority. Our community will watch you closely and take what you say seriously. This is a good thing. As a role model, your lifestyle is part of the equation. What you present when leading others should be consistent with who you are in the other aspects of your life.

We believe that a major way of teaching is through example. Although some issues of morality are debated among Christian communities, there are certain lifestyle choices we must ask our leaders to demonstrate in **order to remain “above reproach” (1 Timothy 3:2).**

As the social mores of our culture change, there is a need to be specific with certain guidelines we ask that you follow. The three main issues that surface the most deal with sexual relationships, substance abuse, and use of social media.

The last thing we want to do is put you in a position where you feel pressure to teach, represent, or appear to give assent to a view on one of these subjects that you do not personally embrace or model. On these three subjects, here is what we expect summer interns to communicate and model:

Regarding Sexual Behavior

We believe that sex was created by God as an expression of intimacy within the context of marriage. Interns who embrace lifestyles that conflict with this teaching will eventually find themselves having to pretend to be something they are not. If you are involved in any of the following scenarios this might not be the right season for you to be a summer intern:

- If you are involved in a sexual relationship and are not married
- If you are pursuing a sexual relationship
- If you are single and living with a member of the opposite sex
- If you are married and are currently involved in an extramarital relationship



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I _____ will commit to being sexually pure this summer.

Regarding Substance Abuse

If you have a history of alcohol or drug abuse, this might be something God uses in a positive way to steer a future generation in a different direction. If you feel that this is part of your message, and perhaps part of your motivation for wanting to get involved this summer, we would love to talk with you further. If you are involved in any of the following scenarios this may not be the right season for you to be a summer intern:

- If you are currently being treated for alcohol or drug abuse
- If you have used marijuana or any other illegal substance during the past 6 months
- If consuming alcohol to the point of intoxication or to the point of it being illegal for you to drive is a regular occurrence
- If you are under the age of 21, and choose to drink alcohol – **underage drinking**

I _____ will commit to being free from substance abuse this summer.

Regarding Social Media

Students and their parents will visit your social media pages if they are not already. If you blog or maintain social media accounts, some in your group will keep up with you through those mediums. While social media can be a great connection tool, it also serves as a window into your life and values. In light of that, we ask that you use discretion when posting anything to your social media accounts or the accounts of the students you lead. If you are involved in any of the following scenarios this may not be the right season for you to be a summer intern:

- If you posting some things that include posting commentary, content, or images that are defamatory, pornographic, harassing, gossiping, or that can create a hostile environment.
- If you are not aware of the effect your actions may have on your image,



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as well as Neighborhood Ministries image. The information that you post or publish may be public information for a long time.

I _____ will commit to only posting positive media this summer.

*** We would appreciate an opportunity to connect and speak further about any of the above mentioned guidelines. We understand that certain issues may be a struggle for some, and it is our desire to be community of support and healing.**

If you have any questions regarding your specific situation and the **requirements outlined, please don't hesitate to contact a member of the Neighborhood Ministries Staff Intern Team.**

I agree to abide by this covenant while I am a summer intern.

My name (signature)

Witnessed by a trusted friend or leader



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2018 SPIRITUAL MENTOR REFERENCE FORM

Due: March 15, 2018

Please mail separately to: Neighborhood Ministries

Email: Summer.internship@nmaz.org

Applicant's Name _____
Reference's Name _____
Title _____ Organization _____
Phone Number _____ Email _____

Please briefly answer the following questions on a separate piece of paper:

1. In what capacity and how long have you know the applicant?
2. What five words would you use to describe the applicant?
3. Interns will work in team and live alongside one another in close quarters. How do you imagine the applicant will function in this context? How does the applicant relate to authority? To others on a team?
4. Has the applicant displayed more comfort in a leadership position or in being a team member? Please explain or provide example.
5. How have you observed the applicant relate to elementary / middle / high school students in an inner-city context?
6. How would you describe the applicant's relationship with Christ? In your experience with the applicant, would you say he/she is used to reflecting on his/her faith experience?
7. What is the applicant's level of emotional maturity?
8. How does the applicant respond to difficult / overwhelming situations? How does he/she handle conflict? Please elaborate.
9. How do you imagine the applicant will benefit from this summer experience & learning context?

Do you recommend this applicant for the 2018 Neighborhood Ministries Summer Internship?

1. I recommend
2. I do not recommend
3. I recommend with reservation(s): Please elaborate on your reasoning.
(Please attach additional comments or write them on the back of this sheet.)

Signature _____ Date _____

Can we contact you if we have any further questions/clarification? _____
If yes, when is the best time to contact you? _____



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2018 PEER REFERENCE FORM

Due: March 15, 2018

Please mail separately to: Neighborhood Ministries

Email: Summer.internship@nmaz.org

Applicant's Name _____
Reference's Name _____
Phone Number _____ Email _____

Please briefly answer the following questions on a separate piece of paper:

1. In what capacity and how long have you know the applicant?
2. What five words would you use to describe the applicant?
3. Interns will work in team and live alongside one another in close quarters. How do you imagine the applicant will function in this context? How does the applicant relate to authority? To others on a team?
4. How have you observed the applicant relate to elementary / middle / high school students in an inner-city context?
5. How would you describe the applicant's relationship with Christ?
6. What is the applicant's level of emotional maturity?
7. How does the applicant respond to difficult / overwhelming situations? How does he/she handle conflict? Please elaborate.

Do you recommend this applicant for the 2018 Neighborhood Ministries Summer Internship?

1. I recommend
2. I do not recommend
3. I recommend with reservation(s): Please elaborate on your reasoning.
(Please attach additional comments or write them on the back of this sheet.)

Signature _____ Date _____

Can we contact you if we have any further questions/clarification? _____
If yes, when is the best time to contact you? _____



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2018 SUMMER INTERNSHIP APPLICATION

Due: March 15, 2018

GENERAL / BIOGRAPHICAL INFORMATION

Name (Circle One: Mr. / Ms.) _____

Preferred Name – *if different than above* _____ Age _____ Birth date _____

How would you describe your ethnicity? _____

Occupation / Yr in school _____ Campus _____ Area of Study _____

Current Address _____

City _____ State _____ Zip _____

Email _____

Home Phone _____ Secondary Phone _____

Do you have a valid Driver's License?(Circle one) YES NO

I will be at the address above until _____

Permanent Address *if not same as above* _____

City _____ State _____ Zip _____

Phone _____ Parents' Names _____

HEALTH INFORMATION

Do you have any health conditions that would restrict you from a job / duties that involve considerable walking, lifting, standing, sports activity, etc? List any health concerns or special needs (allergies, asthma, or other medical conditions, including any dietary restrictions)

OTHER QUESTIONS

One of the focus' of the summer internship experience is urban youth. Which age group do you prefer to **WORK** with (this may not be guaranteed)? *Circle:* 4-7 8-11 12-15

Describe what experience you have working with your preferred age group?

If you have been a *Kids Life* small group leader from 2017 -2018, what grade have you been working with? _____

HOUSING

It is our hope and recommendation that you live in or near the neighborhood surrounding the Neighborhood Center for the duration of the internship (May 20 –August 3, 2018). As mentioned above, if you desire that we locate housing for this duration, you need to raise an additional \$800 (totaling \$3300). Do you need us to arrange housing for you? _____



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Is there anything that might prevent you from attending all 10 weeks of the internship? If yes, please explain (be specific with reason & dates).

SHORT ANSWER QUESTIONS

Please answer the following on a separate sheet of paper (unless emailed). Try to keep responses to less than 250 words.

1. Describe your perception of urban ministry.
2. What books are you reading? Or what books/writers have influenced you the most?
3. What experience(s) have you had living and/or working in a low-income & ethnic minority context? (urban or otherwise) Please describe.
4. What five words would a close friend use to describe you? What five words would you use to describe yourself?
5. Describe your strengths when it comes to interpersonal relationships (with peers, classmates, co-workers, team) Describe your interpersonal growth areas (weaknesses) and how you are addressing them.
6. Describe for us both a reflection & a question you have had recently on God, church, spirituality, etc.
7. In your opinion, name a few of the biggest issues facing youth in the marginalized communities of Phoenix? How do you see a place like Neighborhood Ministries addressing these issues? How do you see yourself helping to amend these issues?
8. (Optional) Is there anything else you would like to mention that was not already covered?

By signing below, I acknowledge that my application will be considered once the Spiritual Mentor Reference & Peer Reference forms are received. I understand that submitting an application does not guarantee acceptance. If I am accepted, a slot will be held open for me, and I will receive acceptance correspondence giving further details on the program as well as instructions to help me fundraise for the summer internship position. I also acknowledge that I will be subject to a criminal background check. I certify that all the work submitted in this application is my own.

Signature _____ Date _____

Please return completed application and all attachments by **March 15, 2018**.

Please return to: Neighborhood Ministries

Email: Summer.internship@nmaz.org

If you have any questions/comments, contact: Chris Williams (602) 321-0186, or chris.williams@nmphx.com