

**Internship Information**

***Welcome!***

Thank you for your interest in ministering with Disciples’ Village! It is truly an opportunity that will challenge you spiritually as well as give you hands on experience working in a culture drastically different from your own. Disciples’ Village is a ministry dedicated to advancing villages in Haiti with the light of Jesus. As you may already know, this is a ministry well worth your time, effort and sacrifice.

We are excited you are interested in interning with us, and we encourage you to pray about your involvement in this ministry. The following packet outlines the responsibilities of Interns and distinguishes the differences in the intern and associate positions.

***How You Can Become Involved***

**Intern** : Interns must be 19 years old at time of appointment and have served at least one week with Alex’s House on a voluntary mission team. The minimum time commitment for an internship is 8 weeks. There is no maximum.

This is a learning, not a leadership position. Interns are expected to assist volunteer mission teams with their ministry as well as assist our staff with all assigned projects/responsibilities. Interns may have living quarters in a tent, at Alex’s House Orphanage, or at the York House. Arrangements will be determined upon arrival based on present needs.

**Intern Expenses:**

* ­  Round trip airfare
* ­  Travel Insurance from Gallagher International Insurance  http://www.aaintl.com/ins\_travel.cfm (approx. $23.00 per week)
* ­  Interns must register their travel with the U.S. Embassy at  https://step.state.gov/step (this is a free service)
* ­  $150 per week on the field to help cover expenses
* ­  Online Creole lessons at HaitiHub. Sign up with our Group Code  10H13 for a discount.

**Associate** . Alex’s House secures experienced individuals to serve as Associates as the needs of the ministry dictate. Associates must be 20 years old at time of appointment, have completed an internship with Alex’s House and are prepared to commit a minimum of 8 weeks service. Whereas an Intern serves in a “learning capacity,” an Associate serves in a “leadership capacity.” Responsibilities of an Associate are to coordinate intern responsibilities, lead in mission group activities and ministries, lead in devotions, serve the community in various ways and assist our staff in all ways possible. If you meet the requirements and are interested in serving in this capacity please refer to and complete the separate Associate packet.

***Characteristics of Potential Intern***

* **Christ­Follower** . All interns must be committed Christ followers. Interns may lead devotions with teams and should therefore be equipped spiritually.
* **Multi­tasker**. Interns must be able to carry out many projects simultaneously and must also meet the needs of mission teams. They will be pulled in many directions and must have the ability to stay focused and calm under pressure.
* **Fluid (because flexible is too stiff!)** . This is an important quality of an Intern because Haiti is full of surprises – good and bad. It is crucial that our Interns adjust quickly. Interns must also be willing to move living quarters frequently to accommodate teams.
* **Amiable/Conversational** . Interns work with mission volunteers and teams and should establish encouraging relationships within these groups. Many of our guest are first timers to Haiti, so it is important Interns make them feel as comfortable as possible.
* **Knowledgeable of Haitian culture** . It is important for Interns to be familiar with the Haitian culture and language, therefore experience in Haiti on a previous trip is required. It is beneficial for the Intern to know key phrases and vocabulary words. Interns are **required** to sign up for Creole lessons under the Alex’s House account at www.Haitihub.com . Sign up with our Group Code 10H13 for a discount.
* ***Typical Daily Schedule***
* 6:00 a.m. Morning chores: make coffee, run generator, bring up dishes, etc.
* 8:00 a.m. Breakfast time! Interns carry up breakfast and make sure all team members know to be at breakfast promptly.
* 8:30 – 12p.m. Interns assist with teams at the mission site, complete assigned tasks, or work with Alex’s House children.
* 12 – 1 p.m. Lunch break.
* 1 – 4 p.m. Teams/interns continue scheduled ministry.
* 6:30 p.m. Dinner time! Interns carry up dinner and put food away in kitchen when dinner is over.
* 7:30 p.m. Evening devotions and worship. Interns run generator, clean up, sit in on devotion, lock up gate, etc.

***Intern Policies***

**No alcohol, drugs, tobacco allowed** . These substances are strictly frowned upon by the Haitian Church and therefore Interns and Associates must abstain from these items. If an intern or associate violates this rule, he or she will be dismissed from his or her position at Alex’s House.

**Dress Code.** All interns and Associates must dress appropriately for the duration of their time with Disciples’ Village.

**MEN:**

* Sunday church – Long pants and closed toe shoes (tennis shoes acceptable)
* Ministry sites during week – Long pants (sandals can be worn)
* On construction site – Long pants
* At York House and Alex’s House – (long) shorts and pants are acceptable\*
* **WOMEN:**
* Sunday church – Long skirts/dresses with shoulders covered. Sandals are acceptable.
* Ministry sites – Long skirts / long dresses with shoulders covered. Sandals are acceptable. This includes hikes up a mountain for ministry.
* On construction site – Long pants or capris\*
* At York House and Alex’s House – (long) shorts, capris, or pants are acceptable\*
* Swimming – One-piece suits with a skirt to walk in.
* When in doubt, a skirt and shirt with shoulders covered is the best option.

\* Note – longer shorts can only be worn on our property – York House and Alex’s House

\* No gym / workout garments of any kind during the day. Workout clothes (shorts and t shirt) are appropriate ONLY when exercising in the early morning or after duties are finished at night, and a skirt or long shorts/capris must be wore leading up to and following the workout.

**Spending Money** . You may want money for soft drinks, bottled water, souvenirs, field trips, beach days, extra food, etc.

**Meals** . Breakfast and dinner are provided. However, as lunch is not provided, you will want to bring snack items for lunch or be prepared to purchase these in Haiti. We suggest you bring snack bars, tuna, jerky, etc.

**Personal Relationships.** All Interns must have their undivided focus on the work set before them. While we completely understand and encourage happy personal relationships, the building of romantic relationship should not take place during your ministry with Alex’s House. You have only a few short weeks to give your undivided devotion to your Lord, the mission teams, our kids and your fellow Haitians.

Building of romantic relationships must come before or after this service. Please also note that an Intern or Associate who is in a committed relationship should give serious thought and prayer as to whether you can be away from your significant other during your ministry service and if you can be solely focused on your ministry while doing so.

***Deadlines (For summer internship)***

**November 30** ­ All applications must be turned in by this date!

**December 10** ­ All Intern applicants will be notified of decision through email.

**January 30** ­ $500 deposit due to secure your position.

**April 15** – remainder of fees due.

**Completed Application includes:**

1. Completed application, spiritual journey report (questions found on application) and release forms. (Found on website)
2. Recommendation Letter from your Pastor
3. 2 other references (one must be from leader of a previous mission trip)
4. Interview with Disciples’ Village staff member (after all application materials are completed and returned).

*Thank for your interest in serving with Disciples’ Village! If you have any questions, please contact Graham Howard at graham@disciplesvillage.org. We hope to hear from you soon!*

**Mail all application materials to:**

**Graham Howard**

**241 Maynard Terrace SE Unit 2**

**Atlanta, GA 30316**