



ACTS MINISTRIES
INTERNATIONAL

1-YEAR INTERNSHIP HANDBOOK

Table of Contents

About Acts Ministries International	3
About 1-Year Internships	4
Purpose of 1-Year Internships	4
Locations	4
The Nature of Internships	4
Internship Application Process	5
Application Requirements	5
General Qualities	5
How to Apply	5
Enrollment Steps	5
Acceptance	5
Necessary Trainings	6
Raising Funds	6
Mobilizing a Prayer Team	6
AMI Cohort Program	6
Program Format	7
A Sample Cohort Program Agenda	8
General Internship Calendar	9
General Departure Preparation List	9
Internship Rules	9
Smoking and Drinking	10
Dating	10
Travel	10
Visitors	11
VIX. Internship Extension & Renewal	11

I. About Acts Ministries International

Acts Ministries International (AMI™) began in 2002 with a group of pastors who had a vision to restore the early church that was seen in Acts 2. We envision AMI™ to be more than a denomination or an association. It is a community of churches seeking to model the spirituality, vision, and partnership exemplified in the book of Acts. AMI™ is committed to developing disciples of Christ within our churches, as well as spreading the gospel message to unreached people through church planting and missions work.

Our partnership within AMI™ is based on agreement with the three S's: Statements, Spirituality, and Supervision.

- 1) **Statements:** We agree on our statements of faith, purpose, and mission in order to have a common foundation and framework as we work together. Looking into the Bible, we found that God has given certain values and directions to His church as His representatives in the world. From these scriptural values we take our Statements.
- 2) **Spirituality:** AMI™ churches also have a common Spirituality. Our desire to passionately pursue God brings us together as it is expressed in worship, prayer, and ministry. This Spirituality keeps us going in the same direction as we do ministry.
- 3) **Supervision:** We highly value Supervision. We need accountability between churches to faithfully continue in our ministry because our hearts are prone to wander from God. AMI's leadership team provides oversight for our ministries, and is able to address any issues that may arise.

In the Book of Acts we can see how the Apostle Paul was sent out to establish new churches in unreached areas. These congregations formed a visible witness to their communities and became the "salt and light" that Jesus referred to in Matthew 5:13-16.

AMI™ has the same vision for planting churches today. There are many places and peoples in need of a tangible witness of the Gospel message, and we trust that God will use the new churches planted by AMI™ to build His kingdom both within the United States and cross-culturally to the nations. These churches will not only lead people to salvation in Christ, but also disciple and train them to reach others with the transforming message of the Gospel.

The local church is God's chosen vessel to reach the world with the Gospel message, and AMI™ is committed to planting churches in every nation until our Lord returns. We have a vision to spread the kingdom of God cross-culturally to the nations, as well as domestically to communities within the United States. By establishing a consistent witness in new areas, we hope that people will not only receive Jesus as their Savior, but also be discipled and trained to reach others with the transforming message of Christ.

II. About 1-Year Internships

A. Purpose of 1-Year Internships

AMI provides 1-year internships for young adults to serve alongside full-time ministry leaders so that they may see God's global purpose at work and develop a lifestyle in line with God's mission.

At AMI, we believe that a person's post-college and young adult stage is an opportune time to devote one year in serving the Lord and supporting full-time ministry workers. The goal of the internship is that the intern would grow in understanding of God's global work, to participate in the local ministry at their assigned location, and to build values that will shape one's future career, family and ongoing service to God.

B. Locations

AMI sends interns to both local and global ministry contexts where there is an existing AMI ministry or a start of a new church plant. The internship locations vary year by year. Please visit the AMI 1-YR Internship website (www.goingami.com) to find out about this year's current locations.

C. The Nature of Internships

Each internship structure varies by location, but primarily each intern will support the team of full-time ministry workers by engaging in evangelism, discipleship, and nurturing meaningful relationships with local believers and non-Christians. Interns may be asked to lead in areas such as small groups, outreach activities, campus fellowships, hosting summer mission teams, and assisting missional business developments. Depending on location, an intern may be required to learn the local language as a part of adjusting to a new culture.

The key to an effective internship is flexibility and obedience to follow where God is leading. AMI believes in allowing each person to operate in their God-given giftings and passions, but there also needs to be a willingness to try new things.

III. Internship Application Process

A. Application Requirements

All applicants must be:

1. An active Christian for at least 3 years.
2. An active member of an AMI church for at least one year. Active membership includes 1) regular Sunday worship attendance, 2) regular cell group attendance, and 3) tithing.
3. A college graduate. Applicants must have a completed B.A./B.S. degree before departing for the internship.
4. Able to submit to two references in addition to the application form. One reference should be from a pastor and a second one from a ministry or small group leader.

B. General Qualities

1. Teachability and humility
2. Adaptability to change and different environments
3. Spiritual maturity
4. Sense of responsibility and ownership
5. Physical, mental, and emotional health
6. Interpersonal skills
7. Previous missions experience (preferred)
8. Previous cross-cultural experiences (preferred)

C. How to Apply

Prospective interns can find the online application at www.goingami.com. The application period usually begins in September and the deadline is usually in November. Please visit the website for the specific deadline. Upon receiving the names and contacts of the applicant's references, the AMI Missions Coordinator will send the online form to your references for them for their completion.

IV. Enrollment Steps

A. Acceptance

Once AMI reviews all the applications, the AMI missions coordinator will inform all interns about their acceptance and their assigned internship locations.

B. Necessary Trainings

It is the responsibility of interns to commit their time to these necessary trainings.

1. The AMI Cohort Program Manager will enroll all interns into the **AMI Cohort Program** through which interns will receive pre-departure training, ongoing care, and a formal debrief upon re-entry.
2. In addition, interns are required to register and attend **AMI Institute** and **AMI Revolution**. For AMI Institute, interns are required to arrange round-trip airfare, but lodging, food, and on ground transportation will be arranged by the host church. For AMI Revolution, interns are required to arrange round-trip airfare and pay for the conference registration fee.
3. For a general calendar of the AMI cohort program, AMI Institute, and AMI Revolution, visit section V of this handbook.

C. Raising Funds

AMI requires all interns to write four support letters in the pre-departure period and to raise at least 70% of their funds (pledges included) prior to departure. The AMI Cohort Program will instruct interns with a detailed fundraising structure and the amount they need to raise. Interns will also need to discuss with their local church missions coordinators about additional requirements or procedures that are specific to their church.

D. Mobilizing a Prayer Team

Through the AMI Cohort Program, interns will be given guidelines and steps for mobilizing a prayer and care team who will provide spiritual support and serve as a bridge between the sending church and the intern.

V. AMI Cohort Program

The vision is to cultivate a cohort community for AMI 1-year interns in which they learn about interpersonal relationships in teams and cross-cultural settings. The AMI Cohort will also provide interns with detailed information about AMI requirements, expectations and restrictions.

The goals are for every class of interns:

1. To receive guidance in the pre-departure, internship, and re-entry stages.
2. To become aware of the adjustments and challenges they may face as they serve in a new ministry context.
3. To share with one another about their experience and realizations.
4. To grow in understanding of missions, themselves, and God's call upon their lives.

The pre-departure period involves:

1. Building a biblical perspective for missions.
2. Developing interpersonal tools for cross-cultural engagement and service in both local and global ministry contexts.
3. Learning how to raise financial and prayer support. The cohort program manager will provide all interns with instructions for raising funds and mobilizing their own prayer team.

The debrief upon re-entry involves:

1. Processing and sharing key highlights and lowlights.
2. Reflecting on lessons and realizations.
3. Envisioning what ongoing service to God looks like.

The format of the program:

1. The number of cohort groups will vary year by year. Generally, interns will be assigned to a cohort based on the "engagement type" of their assigned locations. The cohort will meet via video conferences with the cohort program manager.
2. Interns will be required to complete assignments before every cohort meeting. Assignments include reading a book, drafting support letters, and mobilizing their own prayer team.
3. Every cohort meeting will be about 1.5 to 2 hours. At each meeting, the cohort will discuss takeaways from Bible study, go over various topics related to interpersonal relationships and cross-cultural engagement, go over details about raising support, and pray for one another.
4. All interns are required to attend AMI Institute and AMI Revolution. Upon re-entry, the all cohort groups will meet for a debrief retreat. (Location: TBD)

A Sample Cohort Program Agenda

Required Book: Duane Elmer's *Cross-Cultural Servanthood: Serving the World in Christ-like Humility*

Meeting	Time	Self-Study & Online Posting	Topics
#1 Video Conf.	End of February	Post Self-Introduction and read: 1) Fundraising & Managing Funds, set deadlines for sending out support letters 3) Internship Site Guides	1. Fundraising and Forming Prayer Support 2. Internship Rules
#2 Video Conf.	Early March	Read Ch. 1-3 <i>Cross-cultural Servanthood</i> , answer reflection questions; take Personal Inventory	Servanthood: The Burden & Challenge; Understanding Cultural Systems & Personal Values
#3 Video Conf.	Late March	Read Ch. 4-5 <i>Cross-cultural Servanthood</i> , answer reflection questions	Servanthood: Openness & Acceptance
#4 Video Conf.	Early April	Read Ch. 6-8 <i>Cross-cultural Servanthood</i> , answer reflection questions	Servanthood: Trust & Learning
#5 Video Conf.	Late April	Read Ch. 9-10 <i>Cross-cultural Servanthood</i> , answer reflection questions	Servanthood: Understanding & Serving
#6 Video Conf.	Mid-May	Read Ch. 11-14 <i>Cross-cultural Servanthood</i> , answer reflection questions	Servanthood: Leadership, Power, Mystery, and the Example of Joseph
AMI Institute	May 27 to June 7, 2019		
AMI Revolution	June 29 to July 1, 2019		
Debrief Retreat	August 2020		

VI. General Internship Calendar

Time Period	Event
September - November	Online Applications Open
November 1	Online Applications Due
November - December	Applications & References in Review
January	Internship Location Announced
March to June	AMI Cohort Program
Late May - Early June	AMI Institute
Late June	AMI Revolution
July or August	Depart on 1-Year Internship
Next July or August	Return from 1-Yr Internship, Attend Debrief Retreat

VII. General Departure Preparation List

In addition to raising funds and mobilizing a prayer team, interns will need to consider preparing the following items listed below. Not all of the following items will apply to every intern, and these specific preparations depend on the intern's assigned location. Through the AMI Cohort Program, the intern will receive specific guidelines to complete these departure items. The AMI Missions Coordinator will provide a region-specific manual that includes information such as a packing list, banking information, and telephone preparations.

- A. A Plan for Student Debt (Deferment & Forbearance)
- B. Passport and/or Visa
- C. Airfare
- D. Medical Insurance
- E. Enrollment in school or language studies
- F. Lodging
- G. Packing List

VIII. Internship Rules

The general rule for all interns is to exercise wisdom in your actions as a representative, first and foremost, of Christ, and second, as a representative of AMI. All interns are required to abide by the following specific rules:

A. Smoking and Drinking

Interns must not smoke or consume alcohol. Even if your on-site ministry leader doesn't mind if you drink alcohol, please still refrain from alcohol during the 1-year period.

B. Dating

Interns must not begin a dating relationship with a local person or a friend from back home during the internship. If you are already in a dating relationship before the internship, please be mindful of how much time you spend on messaging and video chats with your boyfriend or girlfriend, and consider how to remain focused on your service and relationships during your internship.

C. Travel

Interns are not allowed to travel for leisure or vacation during the internship year. Interns are expected and encouraged to be present and engaged in the relationships and ministry at their location. However, during national holidays in your assigned country, interns are allowed to arrange short trips to explore more about the people and culture of the country, as long as it does not conflict with any pre-existing ministry event. Interns can visit the hometowns of local believers, or arrange with co-interns and local believers to explore another city or province in the country. The point is to be engaged in the culture and relationships at your assigned country. Also, interns must not travel alone. Interns can take train, bus, airplanes on their own, but for the actual time they spend in a different place, interns must be with co-interns, local believers, or people who can host them.

The exceptions for traveling and taking time off are:

- You need to renew your visa by leaving and re-entering the country. Duration of trip is 48 hours maximum.
- You are enrolled in school at your location and have a required class trip.
- You have a family emergency.
- There is a trip arranged by your missionary on-site or by your sending church. (i.e. missionary rally or gathering, AMI event in the US)
- For other reasons, please seek permission from AMI, your on-site missionary and your sending church.

For all travel-related agendas, interns must get permission from 1) AMI, 2) the on-site missionary, and 3) their sending church.

D. Visitors

Visitations are limited to only family members under permission by both missionary/receiving church and the sending church/senior pastor. Preferably, this will be a written consent by all members concerning the visit. The duration should be no more than a few days and the dates need to work out with the missionary as to not get in the way of the activities there. No others (girl/boyfriends, friends) other than family member visits are allowed.

VIX. Internship Extension & Renewal

1YR interns who desire to extend another year in his/her role as an intern with AMI missions must re-apply for the 1-year internship and receive approval by AMI lead pastors. Please email goingami@gmail.com for a renewal application.

All renewal applications will be reviewed by AMI lead pastors and the applicant's current missionary/internship supervisor. Please note that applicants can indicate his/her first choice of a 2nd year internship location, but AMI lead pastors will propose the final allocation based on the application, references, and AMI's current global and local needs.

All 1YR interns are required to complete his or her current internship year by attending the Debrief Retreat at the end of their internship year. Applicants who are approved for a 2nd year internship are required to attend the Debrief Retreat as well and to visit his/her sending church to provide a missions update and start fundraising for the 2nd year internship.

If you desire to become a Christian expatriate at your internship location, or you are offered a staff position at the ministry of your internship location, you do not need to apply for 1-year internship renewal. Please make necessary arrangements to transition out of the intern role after your internship year and prepare yourself for a new role as an expat or staff worker.