



ACTS MINISTRIES
INTERNATIONAL

1-YEAR INTERNSHIP HANDBOOK

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AMI 1-Year Internship Handbook

I. About Acts Ministries International (AMI™)

Overview

Acts Ministries International (AMI™) was established in 2002 by a group of pastors who shared a vision to restore the spirit and model of the early church described in Acts 2. AMI™ is more than a denomination, association, or network—it is a community of churches seeking to embody the spirituality, vision, and partnership exemplified in the book of Acts.

AMI™ is committed to developing disciples of Christ within our churches and spreading the gospel to unreached peoples through church planting and missions.

Core Partnership: The Three S's

Our partnership within AMI™ is founded upon three key principles—Statements, Spirituality, and Supervision.

1. Statements

We agree upon shared statements of faith, purpose, and mission to provide a common foundation for collaboration. Scripture reveals God's values and directions for His church, and from these biblical truths, we derive our guiding statements.

2. Spirituality

AMI™ churches share a common spirituality rooted in passionate pursuit of God through worship, prayer, and ministry. This shared spirituality unites our hearts and keeps our ministries aligned toward God's purposes.

3. Supervision

Accountability and oversight are essential to remain faithful in ministry. AMI's leadership team provides supervision and support for all affiliated ministries, ensuring biblical faithfulness and addressing challenges as they arise.

Church Planting Vision

In the Book of Acts, we see the Apostle Paul establishing new churches in unreached areas. These congregations became visible witnesses to their communities—“the salt and light” described by Jesus in Matthew 5:13–16.

AMI™ continues this same vision today. We believe God is raising up new churches as tangible witnesses of the gospel—both within the United States and across nations. These churches will not only lead people to salvation in Christ but will 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. AMI™ is dedicated to planting churches domestically and globally until Christ returns. By establishing a consistent gospel presence in new areas, we aim to see lives transformed and disciples multiplied to advance the Kingdom of God.

II. About the AMI 1-Year Internships

Purpose

The AMI 1-Year Internship Program provides opportunities for young adults to serve alongside AMI missionaries and churches, witnessing God’s global purpose in action and cultivating a lifestyle centered on His mission.

This post-college stage is an opportune time to dedicate one year to serving God and supporting full-time missionaries. The internship aims to help participants:

- Grow in their understanding of God’s global work.
- Participate in local ministry at their assigned location.
- Develop values that shape their future career, family, and lifelong service to God.

Locations

AMI sends interns to both local and international ministry sites where there is an existing AMI ministry or the start of a new church plant. Locations vary each year.

For current placement information, visit the AMI 1-Year Internship website: www.goingami.com

The Nature of Internships

While each internship structure varies by location, the core purpose remains the same—to serve and support the local ministry team through evangelism, discipleship, and relationship-building with local believers and non-Christians.

Typical responsibilities may include:

- Leading small groups, outreach events, or campus fellowships.
- Assisting with summer mission teams or local ministry operations.
- Supporting missional business or community initiatives.
- Learning the local language as part of cultural adjustment (if applicable).

The key to an effective internship is flexibility and obedience to God's direction. AMI encourages interns to use their God-given gifts and passions while remaining open and willing to serve in new and unfamiliar areas.

III. Internship Application Process

A. Application Requirements

All applicants must meet the following criteria:

1. Active Christian Commitment – An active believer for at least three (3) years.
2. Active AMI Church Membership – A member in good standing for at least one year, demonstrated by:
 - Regular Sunday worship attendance
 - Consistent small-group participation
 - Faithful tithing
3. Educational Requirement – A completed B.A./B.S. degree prior to departure.

4. References – Two references in addition to the application form:

- One from an AMI pastor
- One from your AMI ministry or small-group leader

B. General Qualities of Applicants

Applicants should demonstrate:

- Teachability and humility
- Adaptability to change and new environments
- Spiritual maturity and consistency
- Responsibility and ownership
- Physical, mental, and emotional health
- Interpersonal skills conducive to teamwork
- Prior missions or cross-cultural experience (preferred)

C. How to Apply

Applications and reference forms are available online at

👉 www.goingami.com

The application period generally opens in November and closes in January.

Please refer to the website for the specific annual deadline.

IV. Enrollment Steps

A. Acceptance

Upon review of all applications, the AMI Missions Coordinator will notify applicants regarding acceptance and assigned internship locations.

B. Required Trainings

Interns are responsible for fully participating in all required training sessions.

1. AMI Cohort Program – Provides pre-departure training, ongoing care, and re-entry debrief.
2. AMI Institute – Intensive missional training hosted by a local AMI church.
 - Interns arrange round-trip airfare.
 - Lodging, food, and ground transportation are covered by the host church.
3. AMI Revolution – Annual AMI conference.
 - Interns arrange round-trip airfare and conference registration.

For a general calendar of the AMI Cohort Program, AMI Institute, and AMI Revolution, refer to Section IX of this handbook.

V. Fundraising Requirements

All AMI interns must:

- Compose four (4) support letters during the pre-departure period.
- Raise a minimum of 70 percent (70%) of their total support (including pledges) before departure.*
- Develop a plan to ensure 100 percent (100%) of the goal is met by the end of the internship.

The AMI Cohort Program will provide a detailed fundraising framework, including procedures and target amounts.

Travel expenses related to; AMI Institute, AMI Revolution, and Debrief Retreat must be paid from the fundraised support.

*If you do not meet the 70% fundraised amount before your departure date, you will have to discuss with your sending church or there may be an option not to go.

Interns must also consult their local church missions coordinator for any additional requirements specific to their sending church.

At the conclusion of the internship, unused funds will be transferred to the missions fund of the sending church.

VI. Mobilizing a Prayer Team

Through the AMI Cohort Program, interns will receive guidance on forming a prayer and care team that provides consistent spiritual support and maintains a connection between the sending church and the intern.

VII. AMI Cohort Program

Purpose

The AMI Cohort Program exists to cultivate a community of interns learning to build interpersonal relationships and minister cross-culturally. It also provides comprehensive instruction on AMI requirements, expectations, and guidelines.

Goals

- Receive guidance through pre-departure, field service, and re-entry stages.
- Understand the adjustments and challenges of cross-cultural ministry.
- Share experiences and insights with fellow interns.
- Grow in knowledge of missions, self-awareness, and God's calling.

Pre-Departure Training

Interns will:

- Build a biblical perspective on missions.
- Develop interpersonal skills for cross-cultural engagement.
- Learn fundraising and prayer-team mobilization strategies.

The AMI Missions Coordinator will provide all instructions for fundraising and prayer-team formation.

Re-Entry Debrief

Upon completion of the internship, interns will participate in a structured debrief to:

- Reflect on key highlights and challenges.
- Identify personal growth and lessons learned.
- Envision continued service to God after the program.

Program Format

- Cohorts are organized annually based on ministry type or region.
- Each group meets via video conference (1.5–2 hours per session).
- Meetings include book discussions, practical training, and fundraising updates.
- Pre-meeting assignments may include reading, reflection questions, and support-letter drafts.

All interns are required to attend AMI Institute and AMI Revolution, and upon return, a Debrief Retreat (location TBD).

VIII. Sample Cohort Program Agenda

Required Reading: *Duane Elmer, Cross-Cultural Servanthood: Serving the World in Christlike Humility*

Meeting	Format	Timeframe	Preparation & Self-Study	Topics
#1	Video Conference	End of February	Post self-introduction; review <i>Fundraising & Managing Funds</i> ; set deadlines for sending support letters; review <i>Internship Site Guides</i>	Fundraising and Forming Prayer Support/Internship Rules
#2	Video Conference	Early March	Read Chapters 1–3 and complete reflection questions; take Personal Inventory	Servanthood: The Burden & Challenge; Understanding Cultural Systems & Personal Values
#3	Video Conference	Late March	Read Chapters 4–5 and complete reflection questions	Servanthood: Openness & Acceptance
#4	Video Conference	Early April	Read Chapters 6–8 and complete reflection questions	Servanthood: Trust & Learning
#5	Video Conference	Late April	Read Chapters 9–10 and complete reflection questions	Servanthood: Understanding & Serving
#6	Video Conference	Mid-May	Read Chapters 11–14 and complete reflection questions	Servanthood: Leadership, Power, Mystery, and the Example of Joseph

IX. General Internship Calendar

Time Period	Event
October – January	Online Applications Open
January	Application Deadline
January – February	Application and References Review
February	Internship Location Announced
March – May	AMI Cohort Program
Late May – Early June	AMI Institute
Late June	AMI Revolution
June - July	Depart for 1-Year Internship
June – July	Return from Internship
August	Attend Debrief Retreat

X. General Departure Preparation Checklist

In addition to raising funds and mobilizing a prayer team, interns must complete various pre-departure preparations. Requirements vary by location and will be specified through the AMI Cohort Program and regional guidelines provided by the AMI Missions Coordinator.

Preparation items may include:

- Student Loan Plan (Deferment or Forbearance)
- Passport and/or Visa
- Airfare Arrangements
- On-site Medical Insurance
- Enrollment in School or Language Program (if applicable)

- Lodging Arrangements
- Packing List and Country Guide

Each intern will receive a region-specific manual containing essential information such as packing recommendations, banking procedures, communication setup, and country-specific notes.

XI. Internship Rules and Policies

Interns are representatives of Christ first, and AMI second. All interns must conduct themselves in a manner consistent with Christian witness, personal integrity, and AMI values. These rules apply from the beginning of training through the Debrief Retreat at the conclusion of the internship.

In addition to these general policies, site-specific rules may also apply. For any clarification, interns should contact the AMI Missions Coordinator.

A. Lifestyle Conduct

Interns are expected to maintain a lifestyle that reflects the character and values of Christ.

- The use of tobacco products and the consumption of alcohol are strictly prohibited throughout the duration of the internship, regardless of local cultural norms.
- Interns must model maturity, holiness, and self-control in all settings.

B. Dating Policy

- Interns may not begin a new dating relationship with a local person, a co-intern, or a friend from home during the internship year.
- Interns currently in a dating relationship prior to departure should remain mindful of communication frequency and ensure their focus remains on ministry, not personal relationships.
- Interns must exercise wisdom and maintain appropriate boundaries with opposite-sex locals. When uncertain, they should consult their on-site missionary for guidance.

C. Travel Policy

Interns are not permitted to travel for leisure or vacation during the internship year. They are expected to remain present and fully engaged in ministry, relationships, and community life at their assigned location.

Exceptions for Travel:

Travel exceptions are permitted only in the following circumstances:

- Visa renewal requiring re-entry (limited to 48 hours maximum).
- Required class trip for an enrolled study program.
- Family emergencies.
- AMI-related or sending church-arranged trips (e.g., missionary gatherings, AMI events, or regional meetings).

However, during national holidays in the host country, interns may take short, approved trips to explore and learn about the local culture, provided that such trips meet the following conditions:

- Do not interfere with ministry responsibilities or scheduled events.
- Must be accompanied by a church staff member, and may also include co-interns or local believers — solo travel is not permitted.
- Receive prior approval from the on-site missionary.

Examples of appropriate travel include visiting a local believer's hometown or exploring nearby regions with fellow interns, local believers, or church staff members.

Safety Requirements:

- Interns may use independent transportation (e.g., trains, buses, or planes), but must not travel or stay alone at any destination.
- For any trip outside of regular ministry activities, interns must notify all of the following:
 1. The AMI Missions Coordinator
 2. Their on-site missionary
 3. Their sending church (1YR Coordinator and Lead Pastor)

D. No Visitations Policy

To ensure focus, unity, and effectiveness in ministry, visitations from family, friends, or significant others are not permitted during the one-year internship period.

Purpose

This policy is in place to help interns remain fully focused on the ministry and the community to which they have been sent. The internship year is a short but significant period of service—a time to learn, grow, and participate in God’s work rather than to host visitors or take leisure trips.

Rationale

In past years, visitations—though well-intentioned—have often proven disruptive to the ministry and burdensome for local missionaries and church leaders. Even when visitors are independent, local pastors and missionaries feel a natural sense of responsibility to host well, which can unintentionally interfere with regular ministry schedules and create additional workload for the local staff.

Visitations can also cause interruptions in ministry rhythm, adjustments to the church calendar, and distractions for both the interns and the local congregation. This policy protects the integrity of the ministry and allows interns to stay fully engaged in their calling and service.

Expectation

Interns are encouraged to embrace this season of separation as part of their spiritual growth and preparation for future ministry. During this time, communication with family and friends should be limited to digital means only. Interns are expected to use this period to immerse themselves in the local context, build meaningful relationships within the ministry, and depend deeply on God’s presence and community abroad.

E. One-Strike Policy

Interns are expected to uphold AMI's standards of conduct and ministry commitment.

If any of the rules or policies outlined in this handbook are violated:

1. The intern and on-site missionary must immediately notify the AMI Missions Coordinator, sending church pastor, and 1YR Coordinator.
2. The intern will be required to conclude the internship early and begin debriefing with their sending church.

The One-Strike Policy underscores AMI's commitment to maintaining integrity, accountability, and witness in all ministry settings.

F. Internship Extension and Renewal

The AMI 1-Year Internship is designed to be a one-year commitment. Requests for an extension are considered exceptions and will be reviewed and approved by both the sending church pastor and the AMI Leadership Team (LT).

Extensions are only granted under circumstances where both the missionary and the sending church affirm that continued service would significantly benefit the local ministry. Interns requesting an extension must demonstrate spiritual maturity, reliability, and a proven record of faithfulness in ministry and personal conduct.

For those discerning a call toward long-term missions or ministry, AMI strongly encourages pursuing additional training, discipleship, and mentorship through the local AMI church or affiliated leadership development programs.

All extension requests must be submitted formally in writing and include the recommendation of the on-site missionary and the sending church pastor