

# FAMILY EMPOWERMENT CENTERS

Urban Immersion Internship



## URBAN IMMERSION INTERNSHIP DETAILS AND APPLICATION PACKET

### INTERNSHIP PURPOSE

The purpose of the Urban Immersion Internship of Family Empowerment Centers of Chicago (FECC) is to create an opportunity for young single adults from 18-35 years of age to participate in a 2 year program that will be incarnational, give them solid ministry experience in a multi-ethnic urban community, equip them with foundational cross-cultural experiences that will translate into future ministry areas for them, and training for future positions of leadership with an educational track that if they desire will lead toward acquiring their ordination (for men) or consecration (for women) within the Christian and Missionary Alliance, while at the same time providing for Family Empowerment Centers of Chicago and the community at large a consistent staffing resource.

### INTERNSHIP DURATION

The duration of the internship will be 2 years. In some cases we will allow for 1 year internships based on availability of space and the uniqueness of the circumstances surrounding such applications. 2 year internships are the priority for many reasons among which is the educational track requires a commitment of 2 years and the depth of experiential learning will hinge on the longevity of the interns interaction with individuals within the community and to process through a 2 year cycle of programs.

### INTERNSHIP EXPECTATIONS

Interns will be required to perform 50 Hrs of work a week and may include youth work, teaching, leading small groups, teaching ESL, leading worship, college ministry, routine maintenance tasks, administration, mentoring, and fund raising. The following page contains internship positions for the 2010 – 2012 internship.

Interns will need to become incarnate during their 2 year internship, embracing the urban culture, the community and loving their neighbors. They will also be expected to participate in regular internship small group meetings and classes (taught by a rotating staff) that will be the venue for training pertaining to the ordination/consecration process within the C&MA and urban issues. Interns will also be required to attend weekly services, prayer meetings and leadership meetings. Interns will be required to read the ordination/consecration texts of the C&MA as well as specific texts pertaining to urban issues and cross-cultural ministry.

All FECC employees and interns will need to take part in raising personal support from friends and family. Within the intern program we have scholarships and other incentives to reduce the burden of support raising if necessary. All employees and interns participate in the overall financial sustainability of the organization and will have a minimum of four hours per week to do this as part of their position. They will also take part in fund raising events and the promotion of family empowerments vision and programs as necessary to raise funds for the organization.

### INTERNSHIP COMPENSATION

Interns will be housed in apartments in the community that will house up to 4 interns. Rent, heat, electric and internet costs will be included in the housing. Each intern will receive a \$750 stipend each month for personal expenses and food. Individual health insurance will also be made available if no other health insurance covers the intern.

### INTERNSHIP PROCESS

The first step in the process is contacting Scott Manke, the Executive Director of Family Empowerment Centers about your desires to apply for the internship program. The second step will be filling out the following application and having your references sent back to us. Once the application is reviewed we will arrange for a personal interview with the possibility of some follow up interviews. After the interview process is complete you will be notified within a short period of time regarding your acceptance into the internship at which time we will ask that you make a final commitment to participate in the program as well. We will then begin assisting each individual begin the support raising process.

[scottm@familyempower.org](mailto:scottm@familyempower.org)  
773-262-0760

### **INTERNSHIP POSITION – CHILDRENS PROGRAM DIRECTOR**

The Children's Director will be responsible for the oversight and implementation of the SAY Yes after school program, AWANA, and Sunday school during the school year and then participate in summer programming for the Center and in areas that have a focus on elementary age children. It will include working with a team to determine curriculum, handling the administration of the programs, monitoring program effectiveness and child progress, recruiting and monitoring volunteers, and fund raising and development.

The right candidate will have a background in early childhood education, exhibit a heart for elementary age children, and will derive energy from being around children. They will be passionate about teaching young children and likewise possess the skills and talents necessary to help each child learn and grow. The right candidate must be outgoing and a self starter. They must be comfortable with the idea of asking people to contribute financially to the programs they oversee, their personal support, and the organization as a whole. They must have good organizational skills and be an effective communicator both verbally and through writing. Individuals who are bi-lingual and musically inclined are encouraged to apply.

### **INTERNSHIP POSITION – YOUTH COORDINATOR AND MENTOR**

The Youth Coordinator and Mentor will be responsible for the development and care of Junior and Senior high students at the Center and in the community. The position will have a mentoring and leadership development component, involve the planning and implementation of recreational activities, youth advocacy, and community outreach. It will include working with a team to determine curriculum, handling the administration of the programs, monitoring program effectiveness and youth progress, recruiting and monitoring volunteers, and fund raising and development.

The right candidate will have a background in youth development, exhibit a heart and an ability to connect with this youth generation and culture, and will derive energy from being around youth. They will be passionate about teaching youth and likewise possess the skills and talents necessary to help youth learn and grow. The right candidate must be outgoing and a self starter. They must be comfortable with the idea of asking people to contribute financially to the programs they oversee, their personal support, and the organization as a whole. They must have good organizational skills and be an effective communicator both verbally and through writing. Individuals who are bi-lingual and musically inclined are encouraged to apply.

### **INTERNSHIP POSITION – SMALL BUSINESS APPRENTICE**

The Small Business Apprentice will report directly to the Executive Director and in conjunction with the director run the day to day activities of Donate Your Boat, SMLLC and other revenue producing business under our non-profit umbrella. The right candidate will possess a business degree and have a desire to use their passion for business to impact under resourced communities as revenue is generated for non-profit work in those communities and jobs are created for qualified community members. The position will require a willingness to be involved in marketing, sales, logistics, and hands on work related to the business.

The right candidate will also be computer literate understanding the use of the internet within the realm of business development. They should be a self starter and have an outgoing personality. They must have good organizational skills and be an effective communicator both verbally and through writing. They must also be able and willing to work with a team. They must be comfortable with the idea of asking people to contribute financially to the programs they oversee, their personal support, and the organization as a whole. Individuals with specific backgrounds in marketing, sales and familiarity with the boating industry are encouraged to apply.

### **INTERNSHIP POSITION – CHURCH PLANTING, CHRISTIAN ED, SPIRITUAL FORMATION AND DISCIPLESHIP**

This position is purposely broad as to create an opportunity for the right candidate who is passionate about urban ministry to gain experience in a variety of situations and circumstances that pertain to urban ministry. It will include administration, assisting existing programs at the Center to care for participants, outreach, event management, and other duties. It will include working with a team in a variety of settings and under a variety of roles.

The right candidate will have a degree in an area of biblical studies or related field and show a great desire to humbly serve the Lord in whatever way they might be used. They must be comfortable with the idea of asking people to contribute financially to the programs they oversee, their personal support, and the organization as a whole. They must have good organizational skills and be an effective communicator both verbally and through writing. Individuals who are bi-lingual and musically inclined are encouraged to apply.

### **FOR MORE INFORMATION ON INTERNSHIP POSITIONS**

If you would like more defined information regarding these positions and expectations you can feel free to call Scott Manke directly at the number below or send him an E-mail with your questions and or concerns.

[scottm@familyempower.org](mailto:scottm@familyempower.org)  
773-262-0760

# FAMILY EMPOWERMENT CENTERS

Urban Immersion Internship



## APPLICANT INSTRUCTIONS

Applicant should fill out all the appropriate fields as completely as possible. If additional space is needed to complete an answer, or explain an answer, please attach a separate sheet of paper clearly stating the question being answered. All applicants should instruct those who are filling out references to return them directly to Family Empowerment Centers. Priority is given to individuals who are considering a 2 year commitment to the Urban Immersion Internship. We do consider 1 year internships on a case by case basis and based on available space.

## APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Social Security #	
City		State		ZIP	
Phone		E-mail Address			
Date of Salvation		Birth Date		Gender	
2 Year Term Applied For		06/10 – 05/12 <input type="checkbox"/>	06/11 – 05/13 <input type="checkbox"/>	Special 1 Year Term Applied For	
				06/10 – 05/11 <input type="checkbox"/>	
What is your race:		Black <input type="checkbox"/>	White <input type="checkbox"/>	Latino/Hispanic <input type="checkbox"/>	Asian <input type="checkbox"/>
		Native American <input type="checkbox"/>	Bi-racial <input type="checkbox"/>	Please Specify:	
Home Church			Pastor		
Street Address				Unit #	
City		State		ZIP	

## EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

## CRIMINAL HISTORY

Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain:
Have you ever been convicted of a sexual offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain:
Have you ever used an illegal substance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain:
Any history of tobacco or alcohol use?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain:

**PREVIOUS EMPLOYMENT (MOST RECENT FIRST)**

From	To	Job Title	
Company		Phone ( )	
Address		Supervisor	
Responsibilities			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
From	To	Job Title	
Company		Phone ( )	
Address		Supervisor	
Responsibilities			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
From	To	Job Title	
Company		Phone ( )	
Address		Supervisor	
Responsibilities			
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**REFERENCES***Pastoral Reference – Be sure to have references returned directly to us*

Full Name	Relationship
Church	Phone ( )

*Employer/Educator Reference - Be sure to have references returned directly to us*

Full Name	Relationship
Company/School	Phone ( )

*Personal Reference - Be sure to have references returned directly to us*

Full Name	Relationship
Company	Phone ( )

*Parental or Family Reference - Be sure to have references returned directly to us*

Full Name	Relationship
Company	Phone ( )

## APPLICANT QUESTIONNAIRE

### PERSONAL TESTIMONY

Describe the events leading up to your salvation experience and your confession of faith.

Describe your personal experience with the Holy Spirit and the effect the Holy Spirit has had on your life.

What are your spiritual gifts, talents and abilities?

### FAMILY HISTORY

Briefly describe your family history.

In what ways has your family of origin impacted your salvation and spiritual journey?

Briefly describe the importance of the family unit in the growth of the individual?

## APPLICANT QUESTIONNAIRE

### THEOLOGICAL QUESTIONS

The Christian & Missionary Alliance has a Doctrinal Statement that can be found at

<http://www.cmalliance.org/whowear/doctrine.jsp>

Comment on your agreement or disagreement with the statement.

Describe your understanding of mission, sharing your faith, and the concept of loving your neighbor.

Describe in your own words the church and the role of the church in accomplishing mission.

### SOCIAL QUESTIONS

Explain the role the Christian is to play in areas of poverty, inequality and racism.

Explain your personal background relating to people of different nationalities, races, and economic conditions than yourself.

### DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to acceptance into the Urban Internship Program, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

# PASTORAL REFERENCE

Urban Immersion Internship



## APPLICANT INFORMATION

Last Name	First	Date
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## INSTRUCTIONS

The above mentioned applicant is applying for a 1 to 2 year internship program with Family Empowerment Centers of Chicago and has listed you as a reference. The internship will require the applicant to immerse themselves in an urban culture, carry out various ministry functions, participate in small groups, and receive training that will position them to become ordained (men) or consecrated (women) within the Christian and Missionary Alliance. Answer the following questions as accurately as possible and add any additional comments you have concerning the above applicant as you believe necessary in considering them for the internship. Once complete, please mail the application directly to Family Empowerment Centers of Chicago, 1533 West Devon Ave., Chicago, IL 60660.

## CIRCLE THE BEST ANSWER

Does the applicant exhibit a servant's heart?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant interact well with his/her peers?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant exhibit a good understanding of Scripture?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant's lifestyle reflect Biblical character?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant exhibit sound judgment?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant take initiative to accomplish tasks?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant a self starter?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant outgoing in sharing his/her faith?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant reliable?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant teachable?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>

## COMMENT ON THE FOLLOWING QUESTIONS

If you had a similar internship program would you consider the above applicant? Why or Why not?

What would you say were the applicant's strengths or areas of giftedness?

Additional comments:

## REFERENCE SIGNATURE

Last Name	First	Date
Signature	Date	
Contact #	Can we share this reference with applicant?	YES <input type="checkbox"/> NO <input type="checkbox"/>

# EMPLOYER/EDUCATOR REFERENCE

Urban Immersion Internship



## APPLICANT INFORMATION

Last Name	First	Date
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## INSTRUCTIONS

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## CIRCLE THE BEST ANSWER

Does the applicant exhibit a servant's heart?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant interact well with his/her peers?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant exhibit a good understanding of Scripture?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant's lifestyle reflect Biblical character?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant exhibit sound judgment?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant take initiative to accomplish tasks?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant a self starter?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant outgoing in sharing his/her faith?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant reliable?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant teachable?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>

## COMMENT ON THE FOLLOWING QUESTIONS

As an employer or educator of the above applicant could you comment on the above applicant's ability to submit to your leadership?

What would you say were the applicant's strengths or areas of giftedness?

Additional comments:

## REFERENCE SIGNATURE

Last Name	First	Date
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Signature	Date
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Contact #	Can we share this reference with applicant?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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# PERSONAL REFERENCE

Urban Immersion Internship



## APPLICANT INFORMATION

Last Name	First	Date
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## INSTRUCTIONS

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## CIRCLE THE BEST ANSWER

Does the applicant exhibit a servant's heart?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant interact well with his/her peers?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant exhibit a good understanding of Scripture?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant's lifestyle reflect Biblical character?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant exhibit sound judgment?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant take initiative to accomplish tasks?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
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Is the applicant outgoing in sharing his/her faith?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant reliable?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant teachable?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>

## COMMENT ON THE FOLLOWING QUESTIONS

What relational qualities has the above applicant exhibited in relationship with you? (both positive and negative)

What would you say were the applicant's strengths or areas of giftedness?

Additional comments:

## REFERENCE SIGNATURE

Last Name	First	Date
Signature		Date
Contact #	Can we share this reference with applicant? YES <input type="checkbox"/> NO <input type="checkbox"/>	

# PARENTAL OR FAMILY REFERENCE

Urban Immersion Internship



## APPLICANT INFORMATION

Last Name	First	Date
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## INSTRUCTIONS

The above mentioned applicant is applying for a 1 to 2 year internship program with Family Empowerment Centers of Chicago and has listed you as a reference. The internship will require the applicant to immerse themselves in an urban culture, carry out various ministry functions, participate in small groups, and receive training that will position them to become ordained (men) or consecrated (women) within the Christian and Missionary Alliance. Answer the following questions as accurately as possible and add any additional comments you have concerning the above applicant as you believe necessary in considering them for the internship. Once complete, please mail the application directly to Family Empowerment Centers of Chicago, 1533 West Devon Ave., Chicago, IL 60660.

## CIRCLE THE BEST ANSWER

Does the applicant exhibit a servant's heart?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant interact well with his/her peers?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant exhibit a good understanding of Scripture?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant's lifestyle reflect Biblical character?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant exhibit sound judgment?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the applicant take initiative to accomplish tasks?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant a self starter?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant outgoing in sharing his/her faith?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant reliable?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the applicant teachable?	Never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>	N/A <input type="checkbox"/>

## COMMENT ON THE FOLLOWING QUESTIONS

Do you personally support the applicant's decision to participate in a 2 year urban internship program? Why or why not?

What would you say were the applicant's strengths or areas of giftedness?

Additional comments:

## REFERENCE SIGNATURE

Last Name	First	M.I.	Date
Signature		Date	
Contact #	Can we share this reference with applicant?		YES <input type="checkbox"/> NO <input type="checkbox"/>