



generation interns

APPLICATION FOR ADMISSION

ENTRANCE QUALIFICATIONS

Age Requirement 18 years or older
Education Requirement High School Graduate or GED

Application

Acceptance into The City Church Internship program will be determined by your application, interviews and the prayerful decision of our ministry team.

Timing

Three factors contribute in determining whether it is the right time for you to be a Generation Intern.

- Spiritual Authority Do the spiritual authorities in your life (e.g., Pastors, mentors, and parents) all agree that this is the right training environment for you at this time?
- Personal Are you spiritually prepared to enter into this intensive ministry training program? Have you been faithfully attending and participating in spiritual disciplines and ministry in a local church for the past six months?
- Finances Are you financially able to enter the program at this time? Working full time is not an option as a City Church Intern. Part time work (up to 20 hours a week) is permitted as long as it does not interfere with your Church schedule.

APPLICATION PROCESS

- Step One** Send a self-written letter explaining your current ministry involvement, your future plans, and why you want to be an Intern.
- Step Two** Have your Pastor send in a recommendation letter by August 1st, 2008. This letter should attest to your character, ministry faithfulness, tithing practices, church involvement, and why The City Church Internship is the next step for you.
- Step Three** Complete and mail in The City Church Internship Application and include the following:
- Pledge of Honor Form
 - Parental Recommendation Form *
 - Potential Sources of Income Form
 - Application Fee
 - Picture

*To be mailed under separate cover. Required for applicants less than 21 years of age. Requested for applicants over 21 still residing with parent or guardian.

These should be postmarked by August 22nd, 2008.

- Step Four** Apply for a passport at your local post office if you do not have one. This will enable you to possibly travel abroad during the year.
- Step Five** The City Church will contact you within two weeks of receiving all recommendations, forms and fees to schedule an interview.
- Step Six** After conducting the interview via phone or in person, you will be notified by mail or email regarding your enrollment status.

UPON ACCEPTANCE:

- Step Seven** Submit the Financial Plan Form to cover Intern expenses and the Medical Release/Waiver Form.
- Step Eight** Be at The City Church Internship registration. Prepare to submit your minimum down payment of \$1500 US (\$500 is non-refundable).

THE CITY CHURCH INTERN EXPECTATIONS

As an Intern, you are to be an example in your speech, your lifestyle, your love for God and others, your attitude of faith and in your moral purity.

“Let no man despise you youth; but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity. Meditate on these things; give yourself entirely to them, that your progress may be evident to all. Take heed to yourself and to the doctrine. Continue in them, for in doing this you will save both yourself and those who hear you.”

1 Timothy 4:12, 15-16

Pledge of Honor

The Pledge of Honor outlines character choices and disciplines consistent with the lifestyle of a The City Church Intern. The frameworks for these expectations are explained in further detail in the Pledge of Honor form at the back of this packet and include: Intimacy, Character, Authority, Study, Stewardship, Health, Faithfulness, Purity, Fellowship, Leadership, Focus and Excellence. You will be expected to sign off on your commitment to fulfill the Pledge of Honor.

Guidelines for Involvement

The Guidelines for the Internship outlines some of the expectations for the The City Church Internship program. Because we are committed to represent Christ with the highest standards in our city, our expectations for the Interns are very high. The academic, social, and spiritual standards are explained in further detail on the “Guidelines for Internship Form” in the back of this packet. You will be expected to read and sign off on your commitment to fulfill these requirements.

OUR STRATEGY

We believe at The City Church that one of our highest callings as a church is to help grow leaders who have a passion for God and His presence. We are committed to train and mentor young people in the practical application of the Word of God and how to discover how to live it out in their everyday life. Our Internship program is a three-year training program with each year building upon the foundation of the previous year. We have developed a strategy in which the spiritual, the academic and the practical come together to develop well-rounded leaders for the future. We believe that this balanced approach to developing our Interns will prepare them to lead their generation in the greatest move of God our word has ever seen.

First Year The first year is a time to lay foundation in the Word of God and successful Christian living. It is an opportunity to be exposed to a wide array of training opportunities within the local church. As a first year Intern, you will grow spiritually, as well as develop a practical approach to the day-to-day operations of the local church. You will also have the opportunity to partake in many conferences and take a trip to the National Prayer Center in Washington DC.

Second Year The second year builds upon the first with more specific teaching and increased leadership responsibility. As a second year Intern, you will be developing your leadership as a point person in one of our ministry Labs and you will also have an opportunity to travel internationally.

Third Year The Third year involves you being strategically placed in a ministry that you will oversee here in our local church or in one of our affiliated church's around the nation.

OUR VISION STATEMENT

To grow a church of multiplied thousands that is multi-cultural, multi-generational, multi-economic strata that will display how to love God, love truth, love people, and love life

OUR MISSION STATEMENT

To produce fully devoted followers of Jesus Christ that will impact their city, region, nation and the world, (Mt. 22:37-40: Mt. 28) by laying hold of that for which Christ Jesus has laid hold of you for (Phil. 3:12)

The Schedule

WEEKLY SCHEDULE

Tuesday, Thursday, Friday

8:00 to 9:00 AM	Prayer
9:30 to 12:30 PM	Instruction (two sessions)
12:30 to 1:30 PM	Lunch
1:30 to 5:00 PM	Ministry Labs

Intern Lab

Tuesdays	Lab Time	1:30 to 5:00 PM
Thursdays	Lab Time + GC	1:30 to 5:00 PM & 6:00 to 9:00 PM
Fridays	Lab Time	1:30 to 5:00 PM
Saturdays	Intercession	6:00 to 9:00 PM
Sundays	Sunday Service	7:30 AM to 1:30 PM

DAILY SCHEDULE

Prayer: 8:00 to 9:00 AM

We will begin our day at 8:00 AM sharp at our office training center seeking God in prayer. You will learn how to maintain a daily prayer life that will help you develop and sustain an intimate relationship with God through His Word. We will give opportunity for corporate prayer times in which we will pray together as a group. For the first semester the emphasis during this time will be on helping our Interns develop a daily devotional life. During the second semester the focus will be on the church and how to lead a corporate prayer time.

Instruction: 9:30 AM to 12:30 PM

We will be using the Church Leadership Training Institution (CLTI) which will provide the Biblical content for instruction. We will have two sessions of instruction, as well as a fifteen-minute break. Our instructors are proven ministers who have a passion to develop leaders with a balanced approach to life and ministry.

Ministry Labs: 1:30 to 5:00 PM

We will provide the opportunity for our Interns to be involved in practical hands on ministry. We will be providing four Labs which will include following up on visitors, helping prepare the children's ministry, serving in the day-to-day church office ministries, as well as preparing and participating in the Youth Ministry. Ministry Labs include a mid-week service, as well as our Sunday morning schedule.

THE COURSE

1st year intern

Basic Doctrine 1
Basic Doctrine 2
Roots of Character
New Testament Survey
Bible Research
Introduction to Youth Ministry
Philosophy of Ministry I

2nd year intern

Covenants
Old Testament Survey
Timothy Training
Life of Christ
Under cover
Leadership Principles
Philosophy of Ministry II

GRADUATION REQUIREMENTS

Certificates of Completion will be awarded to Interns who have successfully completed the course set before them in the following areas:

Instruction Standards	You must complete all assignments and worksheets on time and maintain at least an 80% average for credit courses.
Ministry Standards	You must receive above average ratings in your Ministry Labs, based on promptness, attendance, completion of tasks and attitude.
Mentoring Standards	You must maintain consistent attendance and/or leadership in a Small group.
Attendance Standards	You cannot acquire more than three unexcused absences per semester. (Excused absences include: Missions Trips & Outreaches and prearranged excused personal absences.)
Financial Standards	You must be current on your payments each month and be paid in full at the time of graduation.

leadership + impartation

APPLICATION

Mail to **The City Church**
10802 Willow Ct.
San Diego, CA 92127

PERSONAL INFORMATION

Name _____
Last First

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

Pager _____ Cell Phone _____ Fax _____

Gender: ___ Male ___ Female Age _____ Birthday _____

Birthplace (city, state) _____

Social Security Number _____

Marital Status: ___ Single ___ Engaged ___ Married ___ Widowed ___ Divorced ___ Separated

Spouse's Name (if applicable) _____

Name and ages of children (if applicable) _____

Citizenship _____ Present Occupation _____

FAMILY INFORMATION

Do you still reside with a parent or guardian? ___ yes ___ no

Father or Guardian Mother or Guardian

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Occupation _____ Occupation _____

CHURCH INFORMATION

Home Church _____

Church Mailing Address _____

Pastor's Name _____

Pastor's Mailing Address _____

Have you accepted Christ as Savior? _____

Have you been baptized? _____

What are your passions and desires for the Kingdom of God?

ACADEMIC BACKGROUND

Name of High School Attended_____

City/State_____

Years Completed_____ Date of Graduation_____

GED_____ Date of Completion_____

List below the colleges, universities or other schools that you have attended:

Name_____ Location_____

Dates_____ Diploma/Degree_____

Name_____ Location_____

Dates_____ Diploma/Degree_____

HEALTH

Do you have any physical limitations, disabilities, diseases or other health issues that may affect your ability to fully function in The City Church Internship program? ___yes ___no

If so, please explain:

Describe your general health:

Do you use any of the following? Tobacco ___yes ___no
Alcohol/Drugs ___yes ___no
Medications ___yes ___no
Prescriptions ___yes ___no

If so, please explain:

Please attach medical information or doctors notes that would be pertinent to your acceptance into the program.

INSURANCE

The City Church does not offer health insurance of any kind. You will be responsible for your own medical needs. Will you have medical coverage should the need arise? ___yes ___no

Upon acceptance you will be required to complete and sign a Medical Release/Waiver and submit it by August 22nd, 2008.

FINANCES

There are two financial forms with this application.

-Potential Sources of Income (This must be completed and submitted with the application by August 22nd, 2008).

-Financial Plan (If accepted into the program, this must be completed and submitted by August 22nd, 2008).

HOUSING

As The City Church, we will do our best to provide host families for those that need assistance. A host family is where a family in the church opens up their home to house an Intern. We have strict guidelines, which are laid out in the Housing Request Form included in this packet.

REFERENCES

List names, addresses and telephone numbers of three people (non-family members).

Name_____Phone_____

Address_____

Name_____Phone_____

Address_____

Name_____Phone_____

Address_____

PERSONAL SKILLS AND EXPERIENCE

Indicate your personal skills and experience in the following areas including a brief explanation.

Personal Skills

Years Experience/Details

___ Drama	_____
___ Music	_____
___ Worship	_____
___ Children	_____
___ Missions	_____
___ Media	_____
___ Compute	_____
___ Video	_____
_____	_____
___ Audio	_____
___ Public Speaking	_____
___ Other	_____

How did you hear about The City Church Internship Program?

Define your idea of ministry.

What are some of the necessary qualities that you feel you must have to be a spiritual leader?

What do you plan to do after your Internship with The City Church?

PERSONAL COMMITMENTS

I pledge that if admitted to The City Church Internship Program, I will at all times conduct myself as a Christian, faithfully and diligently applying myself to The City Church Internship requirements and promptly meet all financial and other obligations.

Signature

Date

POTENTIAL SOURCES OF INCOME FORM

The City Church will keep all financial information confidential.

You have prayed and believe that this is the time to enter The City Church Internship Program. Planning and securing the financial resources needed is the initiation of your leadership training.

You will need to create a budget of proposed expenses and then prayerfully seek God and step out in faith to appropriate the funds you will need for the duration of your time at The City Church Internship. The Apostle Paul believed you should work to support yourself. Many times he solicited funds for support from believers in the Church; however, he also developed the skills of tent making to provide his own way.

What will be your plan to raise all the financial resources needed to complete your training at The City Church Internship Program?

		Proposed Income
Do you have a savings that you will use?	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
Will you work before you come?	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
Will you need to work while you are here?	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
Will you receive a parental allowance?	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
Will you solicit individual support?	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
Other sources of income?	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
Total Potential Income		_____

FINANCES

The tuition for The City Church Intern Program is \$4750 per year per student. The tuition covers all books, materials and manuals. There is a \$2000 down payment (\$500 non-refundable) payable the first day of The City Church Intern Program registration. The remaining balance can be divided over eight monthly installments.

Description	Amt (US \$)	Payment Due Date
Domestic Students Application Fee (Non-refundable)	\$50.00	August 22nd
Minimum Down Payment (\$500 Non-refundable)	\$2000.00	Day of Registration
Remaining Tuition	\$2700.00	Eight Payments due monthly thereafter.

Note: A minimum down payment of \$2000 is due at the time of registration on the first day of The City Church Intern Program (\$500 non-refundable). The outstanding balance is then divided into eight monthly installments beginning September and running through March. These monthly payments will be due on the 16th of each month. The first installment will be due September 16th. Monthly payments will be determined by the size of the down payment. If tuition is paid in full at orientation a 5% discount will be granted.

Refund Policy

If a student withdraws from school or is dismissed, tuition refund will be made as follows:

First class week	85%	Fourth class week	40%
Second class week	75%	Fifth class week	25%
Third class week	60%	After fifth class week	none

The above percentages reflect the \$500 Non-refundable portion of the down payment.

Financial Preparedness

Financial preparedness is a key factor in determining whether this is the right time to become an Intern at The City Church. This is the beginning of your leadership training. Acceptance to The City Church Intern Program is contingent on you submission of The Potential Sources of Income Form. During your time as an Intern, you are solely responsible for all financial obligations.

Financial Stewardship

Financial stewardship is a key factor in maintaining your status as an Intern. If you fall behind in the monthly payments it could jeopardize your status as an Intern and could result in an early dismissal from The City Church Intern Program.

FINANCIAL PLAN FORM

Upon acceptance this financial plan is to be mailed by August 22nd, 2008. The City Church will keep all financial information confidential.

You have prayed, you have believed, and you have put your faith to work. I am sure you are amazed how God has blessed your efforts and provided your financial resources. God is Jehovah Jirah, He does provide, but it is our faith that appropriates the provision. Congratulations!

The following is a list of expenses to consider in preparing your budget:

	<u>Required Deposits</u>	<u>Monthly Payments</u>
-Tuition	_____	_____
-Rent	_____	_____
-Utilities	_____	_____
-Telephone	_____	_____
-Food	_____	_____
-Auto Insurance	_____	_____
-Gas	_____	_____
-Entertainment	_____	_____
-Miscellaneous	_____	_____
		_____x9=_____
Sub Totals	_____ +	_____
	Total Income Needed for Nine Months	= _____
		Line 4 below

1. I have presently secured finances in the amount of \$ _____
2. My total monthly income will be \$ _____
3. Sub total of line 1 and line 2 \$ _____
4. I project my total expenses to be **(Total Income Needed)** \$ _____
5. Anticipated surplus or deficit (Subtract line 4 from line 3) \$ _____

If there is a deficit reflected above, what are you plans to secure additional revenue?

HOUSING ASSISTANCE REQUEST

Name _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

Male Female Age _____

I am willing to abide by the expectations set forth by the Intern house rules or by my host family and The City Church Intern Program. yes no

I have a car, current driver's license and car insurance. yes no

Please explain your request for housing and any special needs.

Filling this request form does not guarantee housing at The City Church. Please contact The City Church office to confirm housing availability.

MEDICAL RELEASE/WAIVER FORM

Upon acceptance, this is to be mailed by August 22nd, 2008.

I, _____ the undersigned, in consideration of participating in the activities of The City Church Internship Program and The City Church, my parents, my heirs, executors, administrators and assigns, also referred to hereafter as "Releasers", hereby release and forever discharge The City Church Intern Program and The City Church, its employees, agents, servants and friends, also referred to hereafter as "Releasees", from any and all claims, demands, actions, or right of actions of whatsoever kind or nature, either in law or in equity, arising from or by reason of any bodily injury or personal injuries, known or unknown, death and/or property damage resulting or to result from any accident which may occur as a result of participating in the activities of The City Church Intern Program and The City Church and/or ministries, such as ministry travel excursions and all other ministry activities of any nature, whether local, national, or international in scope, whether by negligence or not.

Signature

Date

GUIDELINES FOR THE INTERNSHIP

Spiritual Standards

You will be expected to maintain consistent spiritual disciplines on a daily basis, because our Internship program is focused on deepening, discovering and developing our walk with God. You will be expected to maintain a daily journal, as well as reading a series of required books on spiritual disciplines.

Academic Standards

You will be expected to complete all of the assignments that are given out and turn them in at the appropriate time. You are also expected to maintain at least an 80% average for the credit courses. We are committed to maintain a spirit of academic excellence in our internship program to go along with its spiritual emphasis.

Social Standards

You will be expected to set aside this time for the purpose of growing in your walk with the Lord as well as being involved in ministry. Because the nature of the program includes meeting new people and being socially engaged with others and because intimacy with God is the focus, we will expect all of the Interns to refrain from dating, developing and intimate relationship..

Ministry Standards

You will be given a unique opportunity to represent both the Lord, as well as The City Church to our community. Because we are very committed to maintain a high level of integrity and a spirit of excellence in all we do, the standard of your ministry involvement is to be of the highest level.

Living Standards

If you will be living with a host family, you will be expected to be clean, neat, considerate, and respectful at all times. You will be expected to honor the other Interns, as well as the host families and the Staff at all times. Should a problem arise, it should be brought to our attention at once.

Disciplinary Standards

You will be given every opportunity to make any adjustments needed to raise your level of performance to meet our standard for involvement. However, if the guidelines and/or the expectations are not maintained, the following actions will be taken:

-Verbal Warning

If and when it becomes apparent that the standards and the expectation of the program are being compromised, a verbal warning will be given. After two verbal warnings, a written warning would be in order.

-Written Warnings

If a violation occurs, a written warning will be given and the intern will be placed on thirty day "probation". If there is no measurable change within fifteen days, plans for dismissal will be initiated.

-Dismissal of an Intern

If for any reason the warnings have not resulted in measurable change, the Intern will be dismissed from the program and released from any further obligations to the program.

-Immediate Removal

Should the unfortunate occasion arise in which the moral character of an Intern should come into question or their attitude become disrespectful, dishonest, or disloyal, the Intern will be dismissed from the program immediately.

Signature

Date