



CALVARY CHAPEL BIBLE COLLEGE MEXICO

A MINISTRY OF C.C. HORIZONTE

INTERNSHIP PROGRAM FACT SHEET

Eligibility: Interns must be entering their senior year in high school or older. Program is open to both young men and women. The number of interns accepted at any one time may be limited, depending on the time of year and the needs of the ministry.

Term of Service: Fall and Spring interns serve for 4-month terms. Summer interns serve for 10-week terms. After reviewing the intern's performance, CCBC:Mexico leadership may invite the intern to stay for a longer term.

Requirements: Interns must be willing to work very hard in a Christ-honoring setting. Interns are expected to adopt the Bible College's Ministry Philosophy (attached). Those who are not available for the entire semester or summer program are invited to apply, but preference will be given to applicants who are available to entire time. Spanish language skills are NOT a requirement for this program, but willingness to learn Spanish on the job and be sensitive to another culture ARE requirements.

Application Process: Those interested must download the application packet from ccbcmexico.com/staff. Return the application by email as listed on the first page. Email the Recruitment Coordinator at hr@ccbcmexico.com with any questions.

Housing: There will be very basic housing on the Bible College site. This includes hot showers and a bunk with mattress. Some rooms have no attached bathroom (nearest bathroom is 100 yards away in some cases).

Security: All prospective interns need to be aware of multiple security risks in Mexico. Cars and valuables have been stolen in and around both the church and Bible College grounds and staff have been threatened physically. These incidents are rare and isolated, but nonetheless something to prayerfully consider before committing to a stay in Mexico. **All staff men living on site will be called upon for security duty in week-long rotating shifts.**

Transportation: To arrive in Ensenada from San Diego by personal vehicle, please see www.ccbcmexico.com/directions. To arrive via public transit, please email hr@ccbcmexico.com for directions. If an intern does not have his/her own car, that should not be a problem. CCBC:Mexico vehicles will be used to get interns to all *necessary* functions. For those with a car, Mexican insurance costs \$170 per year and can cover up to two drivers. This is available in Ensenada.

Medical Insurance: Each intern is responsible for his/her own medical costs. If you have U.S. insurance, please check whether you will be covered in Mexico. If you want to buy international insurance, please see www.doublehonor.net. You may also choose to cover your own expenses in the reasonably-priced Mexican health system should you experience sickness or injury during your stay. We will need to know what your plan for medical care is when you arrive.

Immigration: Each intern must purchase a Tourist Visa from the Mexican government upon entry at the border. To obtain the visa, pull over to the right-hand lane when driving through the border. Look for the INM window. You will need to present your passport and pay roughly \$20. We will ask for this paperwork when you arrive.

Food: Food will be prepared in the dining hall. Interns will assist with preparation and cleanup under the direction of the kitchen manager. Medically valid dietary restrictions will be taken into consideration, but food preferences will not. It costs **\$150 per month** to feed each person. Interns are required to cover this cost. If your situation does not allow this, please discuss it with the Recruitment Coordinator before accepting the internship.

Utilities: The Bible College will cover all of the utilities costs for the internship program, including use of the washing machines. Interns will be trained to exercise extreme stewardship of water, gas, and electricity. Clothes must be hang-dried, showers must be short, military-style, and other standard conservation techniques will be enforced. Internet is available on campus, but personal usage is restricted to email and very few text-based internet searches only.

Packing: Interns will need sheets and bedding, as well as clothing, towels, basic toiletries, a flashlight, and laundry soap. When planning your clothing, keep in mind that this is Northern Mexico where we experience typical seasons: winter is cold, spring is rainy, summer is hot, and fall changes from hot to cold very quickly. You will want to bring some spending money, but do not bring unnecessary valuables. You should consider bringing fun stuff, such as a surfboard, mountain bike, pellet gun, or other sports equipment. A laptop is recommended. Space is limited. If your job assignment involves working outside, you will need bug repellent, sunblock, a wide-rim hat, and strong work shoes. Rain boots and a rain jacket are necessary between December and April. For a more comfortable stay, consider bringing a set of plastic drawers, laundry basket, and foreign snacks (which must be stored in a designated place in the dining hall).

Please do NOT bring any video games, secular music, or any movies or media that cannot be described as wholly edifying.

You must bring a **passport** to reenter the U.S.

Be sure to check with your cell phone provider before making or accepting any calls or text messages in Mexico. You can buy a phone here for \$30 and pay \$1 for each 15 minute phone call to the States. There is patchy reception on campus. We require that you file your cell phone number with our office so you can be contacted at all times.

Schedule: A typical weekly schedule is as follows:

Sunday 9-12 Church Afternoon off	Monday 7am Staff Meeting & Devotion 7:30-4 Work	Tuesday 7am Staff Meeting & Devotion 7:30-4 Work	Wednesday 7am Staff Meeting & Devotion 7:30- 4 Work 7pm Church	Thursday 7am Staff Meeting & Devotion 7:30-4 Work	Friday 7am Staff Meeting & Devotion 7:30-4 Work	Saturday Off
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The schedule is subject to change, especially when teams from the U.S. come to work. Other ministry events may also take precedence over normally scheduled activities. Each intern is expected to put in at least 40 hours of work per week at the Bible College. Some jobs require weekend schedules.

All on-site staff are required to complete routine chores. Cooking, cleaning, security, and other chores often account for two additional hours per week. Additionally, interns are expected to attend two worship services each week. Due to the very intense nature of the work, it is not advisable to make outside commitments during your internship. You will need most of your free time to rest. If you expect to need time off during the work week for a family event or similar, please state this on your application ahead of time.

Behavior: Interns are expected to exhibit exemplary behavior. Their influence on students must be above reproach.

Each intern will be assigned a more senior staff member as a mentor. Mentors will disciple and guide their interns during work hours. Mentoring styles vary; not all mentors will take a formal approach.

Classes: Interns can take up to two classes per semester. You will need to make up the time you miss from work and pay for your books and a \$25 registration fee (if you choose to receive credit from Murrieta).

Mail: Interns may receive mail at the Bible College address:

CCBC Mexico ATTN: Your
Name PO Box 8235 Chula
Vista, CA 91912 USA

Mail is checked every 1-2 weeks. Please ask your friends and family to not mail you anything in the last 3 weeks of your stay. Under NO circumstances may you file a change of address with the Post Office changing your address to or from this address.

Finances: Interns may need to receive funding from their support team during their stay. CCBC:Mexico can receive checks from your donors to cover the monthly food costs, but we will not be able to process support to pay you in cash. Please be sure to make arrangements for your cash support before you leave. One way this is done is by having your home support team deposit money directly in your account (give them the account number before you leave). You can check the balance online and make withdrawals in pesos at local banks. Most banks will charge a fee of \$35 (sometimes more). However, Bank of America has an agreement with the Mexican bank Santander Serfin, so that BofA customers can withdraw up to \$400 USD daily from Santander Serfin ATMs with no fees. Be aware of your tax obligations. You will need to declare all income to the IRS. If you make more than the standard deduction, you may end up owing money. If necessary, set money aside for taxes.

Please do not let finances hinder you from becoming an intern. We work very hard to keep the financial burden for interns as low as possible. It is well within the reach of a typical young person to raise the support they need for a 4-month internship. You can work and save the money or get others involved by sharing the vision with your friends and church. Start with your pastor or missions pastor to get counsel on how to proceed. For help with raising support, please read the book *Fundraising* by Betty J. Barnett. You may also consider recommending the book *Serving as Senders* by Neal Pirolo to your support team.

Please follow our support-raising guidelines at all times:

- 1 Pray without ceasing.
- 2 You may NOT use the CCBC:Mexico logo in your letters.
- 3 Cast the vision about the school and your internship, and let them know there is an opportunity to partner with you financially. Give them details about how much you need to raise and where to send their donation. Then leave it at that. Do NOT pressure or beg for money.
- 4 If you are given the opportunity to speak in front of your church or home fellowship group, feel free to use any of the photos, videos or Powerpoint files from our website.
- 5 After you arrive, keep your support team informed at least monthly with a prayer update. Let them know if finances are still a problem for you, again without pressure or manipulation.

To get an accurate idea of what your financial needs are, think about the following. Some amounts are filled in as a rough minimum. A total of \$650 is the recommended minimum for 4 months.

Expense	Monthly	4-Month Total
Food costs (Required for on-campus staff housing)	\$150	\$600
Transportation to Ensenada (varies)		\$50
Transportation in Ensenada (bus, taxi, or gas: optional, varies)	\$10	\$40
Car insurance (optional)		\$170
Medical insurance (optional)		\$200
Cell phone (optional, includes \$30 purchase)	\$10	\$70
Books, two classes (optional, varies)		\$50
Supplies (soap: varies)	\$15	\$60
Spending money (varies)	\$15	\$60
Mission trip (each semester: optional)		\$100

Calvary Chapel Bible College Mexico

Vision

A place for believers to be rooted in God's Word and raised up by Him to reach the world for Christ.

Ministry Philosophy

The service of each CCBC:Mexico staff member will be known by the following qualities.

Love

Seek the good of students, guests, and other staff before your own.

- Sacrifice your time for each other.
- Honor your fellow servants by keeping conflicts private. (I Peter 4:8)
- Spur one another on to good works. (Hebrews 10:24)

Joy

"Serve the Lord with gladness." Psalm 100:2

- Enjoy this season of service!
- In prayerful humility, allow your attitude to be controlled by the Holy Spirit.

Servanthood

"...where I am/ there my servant will be also." John 12:26

- Recognize the needs of the ministry and fulfill them, whatever they are, as invisibly as possible.

Purity

"...be an example to the believers in word/ in conduct/ in love/ in spirit/ in faith/ in purity." I Timothy 4:12

- Sanctify your eyes, ears, mind, and tongue.
- Fill your time with spiritual disciplines, service, fellowship, and rest rather than entertainment.

"If you know these things/ blessed are you if you do them." John 13:17