



## HOST PACKET

### HOSTING INTERNS FOR YOUR ORGANIZATION

This packet has been developed to assist you in creating an internship program your organization. It's simple and it's free. Just complete the Converge online **Create an Internship** form at the top of the home page at <http://ywamconverge.org>. Interns will search the Converge platform for an internship that matches their skills and passions, and you give final approval to the students that meet your objectives.

*Converge connects empowered students to make a real-world difference.*



Converge was developed by experienced missionaries with Youth With A Mission's Student Mobilization Centre of the University of the Nations. Our team has gathered university students from over 100 universities for pre-service orientations in seven countries on five continents and placed them with 75 internships in 35 countries. With Converge, interns will now receive pre-departure training through an online video course and community supervision through mentors and hosts endorsed by YWAM. Intern applicants from anywhere may now participate without the added cost of traveling to an orientation site.

*Converge interns will gain experience, connections, and perspective to help shape their life-long contribution as witnesses for Christ in their sphere of influence.*

### What does the world need?

On July 7, 2014, the UN Secretary-General Ban Ki-moon called for "a bolder and more focused intervention" in order to fulfill the UN Millennium Development Goals. We believe that "bolder and more focused intervention" is the mobilization of would-be world changers. Converge leverages technology for connecting and equipping pre-qualified interns for your organization.

What do would-be world changers need?

### Would-be world changers need hospitality.

The technologies utilized by Converge are only part of the story. Personal relationships and simple acts of kindness are still the biblical strategy for completing the great commission. The world can change for all of us through simple acts of hospitality. Converge internships begin when a host sets up their internship through our online form.



## Would-be world changers need biblical and personal instruction.

Everywhere, in nearly every corner of the world, learning is moving to an online venue. Even students without personal computers in poorer economies can learn through distance education at a local cybercafe. On the other hand, many express concern that Internet education has a relative lack of interaction among learners and between learners and the instructor. Students need more than interaction in a cyber cafe.

### *How do you take the benefits of online training and retain the value of face-to-face interaction?*



Converge is not simply another online learning course. We leverage technology, however not at the expense of personal input. Converge interns are required to choose a cross-culturally experienced mentor from their own community before they are enrolled in the online course. We support the mentor to help the intern with face-to-face opportunities for reflection, accountability, and spiritual disciplines. This deeper personal interaction reflects the biblical principle that people learn in communities (e.g. the twelve disciples, Paul's missionary band, a local church, or even two or three gathered in Christ's name). Converge, therefore, connects four types of mission-minded people: Interns, Hosts, Mentors, and Donors.

As a Host, you seek the low cost and specialized help of Interns. Interns need your invitation and hospitality. Interns also need the advocacy of a Mentor and support of Donors. All four work together to make a real-world difference.

The intern's capstone project is their unique contribution, a personal service project that the intern completes before the end of the internship session. Converge will track and report how intern projects positively impact communities. Before interns attempt a project, they are instructed to interview you and other leaders in your community, and propose what they might do before the end of their internship. Interns receive excellent biblical instruction through 75 short videos (about 3 minutes each). They are instructed to observe, ask open-ended questions, and listen deeply to the people in your community and to the Lord.

Our interns have helped start businesses and plant churches, established HIV/AIDS counseling clinics and health awareness campaigns, installed water pumps and storage facilities, established therapy routines for disabled children in orphanages, performed research on patient records in medical clinics and established a working pharmacy with donated pharmaceuticals, developed healthy nutritional plan for hospice, and created curriculum for schools. Interns with Converge will experience what it means to follow God's call, and begin a kingdom witness through their life and work.

The Intern's project assignment may be to produce a video, or a web site, a PR campaign, or another community resource that relates to the participant's studies or career. This is how Converge Interns experience what it means to follow God's call, and begin a kingdom witness through their life and work.

## Hosting Interns

The **Create an Internship** form on the Converge site is very simple and self-explanatory. If you need additional time to complete the form, you may save the form for later and log in again to complete it. Go to [ywamconverge.org](http://ywamconverge.org) now and get started. The next section of the packet will help you understand the complete internship from beginning to end. We hope you find the right interns for your organization and your community.



## The Converge Internship

If you are interested in hosting students for an internship in your community, you may apply today at the **Create an Internship** form at the top of the home page absolutely free. After you complete the form, you will receive confirmation that we received your application to host interns. The set up of a Converge Internship begins immediately, including the following steps:

1. **YWAM Reference** - We will reach out to the YWAMer you listed as a reference on the **Create an Internship** form. It is very important that the YWAMer knows you personally and has knowledge of the organization or ministry you are seeking interns to serve. If your YWAM reference confirms you and your organization, we will publish your internship session to the site. (If you are not confirmed by your YWAM reference, you may reach out to us to find out what you can do to be qualified.)
2. **Internship posted on Converge site** - You will receive an email welcoming you to your Converge Host Dashboard. You will receive instructions to help you prepare for Interns.
3. **Publish Internship Session on Social Networks** - You may share your internship opportunity through social networks. We will too.
4. **Prospective Interns will search the Converge site** - Prospective Interns search for internship sessions that fit their interests and availability and apply.
5. **Interns are pre-qualified** - After we pre-qualify intern applicants, we will send intern applicant information to you for your review and final approval. You choose the interns that best fit your internship. No intern will be accepted without your final approval. (Note: If no interns apply for your internship session, you are invited to quickly and easily re-register internship for an additional session.)



6. **Interns are enrolled in Converge online course** - The intern is encouraged to reach out to you the first week of the Converge course, sixty days prior to arrival at the field location. You can then provide special travel information and other important project preparation information interns will need. We will remind you of your role as a host, including the important few days upon arrival. You are responsible for the enculturation phase of the Converge course. (Note: The Converge site has general resources to help interns find up to date information about health, safety, passport and visa requirements for travel.)

7. **You meet Intern(s) when they arrive at your location** - You will arrange for airport pickup when student(s) arrive.



8. **You conduct the Enculturation phase of the Converge**

**course** - You will welcome the Intern(s) to your community, help situate them in the housing you have arranged, and introduce them to the field project personnel. The Enculturation phase must include the following:

(a) Information about the organization, culture, language, and safety issues in the community.

(b) Clear, accurate, and up to date information on conduct, meals, local transportation, and any other logistics related to life in your community.

(c) Detailed information on the work site(s), schedules, and expectations of volunteers/interns.

9. **Check on the Intern(s) daily and meet weekly** - You are the primary contact for the Intern(s) during their stay in your community. Your willingness to show hospitality is a vital part of Converge.

10. **Project Phase** - In addition to the regular schedule assigned, your Intern(s) will be there to complete a unique project related to their field of study and the needs you and others share. Interns are instructed to observe, ask open-ended questions, and listen during the first few weeks. During the Assessment Phase, you may advise the Intern(s) about the kind of unique project they can complete in the time they have in your community. An Intern's unique project may be to help start a business with a business plan or accounting system. It may be help planting a church, establishing an HIV/AIDS counseling clinic, or development of a health awareness campaign. The Intern's project may be to install a water pump or a storage facility. Or it may be the development of therapy routines for disabled children in an orphanage. Interns may complete a project performing research on patient records in a medical clinic, or establishing a working pharmacy with donated pharmaceuticals. Intern projects could be to develop a nutritional plan for a hospice, or to create a curriculum for a school. The aim of Converge for interns to experience what it means to follow God's call, and begin a kingdom witness through their life and work.

11. **Departure & Evaluation** - Before the end of the Converge Session, we will send you an email and a simple online form to prepare for the Intern(s) departure. It is important that Intern(s) complete their unique project assignment and leave you with a full report. It is also important that the Intern(s) meet with you for a debriefing interview during their final days in your community. We provide some sample questions to help you. Included in that online form will be a few evaluation questions we ask you to respond to in order to help us improve Converge.

12. **Continuing the Partnership** - You may be only one of many potential Hosts in your organization. When your internship session ends, we invite you to re-register an internship for another session and invite others from your organization to **Create an Internship**.







## MEMORANDUM OF UNDERSTANDING

In this Memorandum of Understanding, you, the Host, affirm that you represent an organization seeking intern(s) and you agree to facilitate food, housing, and local transportation for pre-qualified participant(s).

### PARTIES TO THIS INTERNSHIP

An internship is a three-way relationship between you, the HOST, the INTERN(s), and a MENTOR chosen by the Intern from their own community.

#### THE INTERN

The intern will be equipped through a series of training modules, assignments, and Mentor interviews before he/she arrives at the Internship location. The Intern will function as if he/she were a member of your organization. The intern is expected to be punctual and abide by cultural, community, and project etiquette, including dress code and safety/security requirements. The Intern will meet with the Host one-on-one each week to review progress.

Interns may raise funds for their own internship and Donors, Mentors, and Hosts may also raise funds for the Internship. An internship is not a part-time job and no monetary compensation is provided and/or no employment offer after the internship term is expected.

Intern(s) will strive to complete all assignments on time, respect the confidentiality of information he/she may learn, make the best of constructive criticism, and present herself/himself in a manner that is a credit to the organization. Upon completion of the internship experience, the Intern will participate in "exit interviews" with both the HOST and the MENTOR.

#### THE HOST

You, the Host, may or may not be the intern's daily supervisor. However, you will be responsible for the Intern throughout the internship session. We publish your internship opportunity on the Converge platform because the Youth With A Mission staff member(s) you list as Reference(s) on your **Create an Internship** form recommend you to supervise the approved intern(s). INTERN applications and references will be sent to you for final approval. Formal acceptance will require your timely response. In addition to arranging housing, food, and local transport, you will be responsible for the Enculturation module, a one day orientation for the intern(s) after they arrive.

The Enculturation is a vital component of the complete Converge Course training program. By leading the Enculturation module, you will personally introduce the Intern(s) to the organization and personnel. You will facilitate presentations about the history, strategic goals, and practical issues related to regular duties and weekly schedule, including any community/team practices. As appropriate, please include intern(s) in the regular rhythms of worship and intercessory prayer in your community, or introduce them to local church options.

You will provide on-going supervision of the Intern(s), including weekly non-formal one-on-one interviews when you may ask open-ended questions about what they are learning. You are also agreeing to conduct an "exit interview" and fill out an evaluation of the intern's performance within 48 hours of the completion of the Intern(s) departure.

#### THE MENTOR

Interns will choose a Mentor from within their own community to coach him/her through the Converge learning modules prior to the arrival at the internship location. The Mentor is not expected to visit the internship location. The Mentor will be available to connect with the Intern via web or teleconference before, during (as available), and after the internship.

The Mentor will check on the intern(s) progress and pray with them. The Mentor will conduct an "exit interview" with the Intern(s) to debrief and evaluate the experience.

### SIGNING THE AGREEMENT

In lieu of a signature, we ask that you acknowledge that you have read this Memorandum of Understanding and agree to fulfill the responsibilities to the intern as outlined above. By clicking the Memorandum of Understanding checkbox below, you are giving the UofN Student Mobilization Centre of Youth With A Mission (aka YWAM Converge) permission to publish this internship opportunity (including description, dates, fees and photo). YWAM Converge agrees to recruit and qualify internship applicants according to the criteria you have created.



To **Create an Internship**, you will be required to check a box at the bottom of the online form, which indicates you agree to the terms of this Memorandum of Understanding.