

**Internship Manual:
The Meeting Place Church**

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Internship Overview: US Missions internship

The US Missions Internship was created with to give the students an opportunity to spend up to eight weeks with an appointed US Missionary. In this internship, the student will observe and learn the many aspects of the ministry, gaining much needed practical ministry experience.

Here are some of the main objectives in the US Missions internship:

1. To help the student continue to navigate the call of God on his or her's life.
2. Provide the student with practical ministry experience.
3. Provide a unique perspective of ministry through the eyes of a missionary.
4. To pass on the vision and mission of ministry to the next generation.
5. To expose the students to the US Missions department.

Internship at The Meeting Place Church (TMPC)

- *Who are we?* We are a church planted by US Missionary Bob Willard and his family in the inner city of Cleveland, OH. We are on the east side of Cleveland, seeking to bring transformation to the families in the Buckeye community.
- *What do we do?* We reach our community through various outreaches throughout the year. One of the biggest connections to the community is our after school program called The Meeting Place Learning Center. Through the Learning Center, we reach out to dozens of children, giving them both academic help and the Gospel message.
- *What will you do?* During your internship at TMPC, you will be participating in various ministry activities. There will be opportunities to do outreaches of many kinds, preaching, playing on the worship team, and teaching at Sunday school and kid's church. Your main focus will be our summer program. As an extension of our after school program, we will be putting on a six-week summer program for the children in our neighborhood. While they attend the summer program, they have a balance of educational activities and summer fun. Most importantly, every day we teach the children a Bible lesson so they get the Word of God as well. In the program, you will be one of the people in charge of scheduling our events and leading the programming itself.

Internship details

- Intern expectations
 - During your internship in Cleveland, you are expected to become a part of The Meeting Place staff. We do not expect you to be a mere spectator during your time here. You will be participating in meetings, church events, and outreaches during your stay in Cleveland.
 - You will be going wherever Pastor Bob and the other staff members go to gain a full perspective on inner city ministry. Be willing to see every aspect of ministry.
 - Feel free to give input on what we can do different to reach the people of our neighborhood effectively. We are always open to new ideas of how to do ministry.
- Missionary host expectations: We will look to provide the following during your time in Cleveland:
 - A positive learning environment-Learning how to do ministry hands on is a crucial part of the Bible college experience. As hosts, we will make sure that we give you the proper means to learn how to do ministry properly as you pursue the call of God on your life.
 - Mentoring-We see many people in the Bible that were molded for leadership through a mentoring relationship. During your internship at TMPC, we will provide you with a mentor that will encourage you and pray for you throughout the summer.
 - Cover living expenses. We will provide not only a place of encouragement but also a place to sleep as well. We will cover your expenses in any way we are able to do so. More details on your living arrangements are listed below.
- Living arrangements
 - During your stay in Cleveland, you will be staying in one of our missions rooms.
 - We will provide bedding and linens for you. If you would like to bring your own, feel welcome to do so. This will be your home for the summer so we want you to be comfortable.
 - You will have free access to a washing machine and dryer. Feel free to do laundry whenever you need to do so.
- Minor housekeeping matters:
 - During your time in Cleveland, we will provide you with a room to stay. However, you will have to provide money for food and any other expenses you may have during your stay. Depending on how much you may want to cover your food and spending money, it is recommended that you have about \$25-\$100 per week throughout your internship. For longer internships, we recommend raising funds before you arrive through avenues such as your local church and/or GoFundMe.
 - We will take care of your transportation while you are here. However, make sure you make transportation arrangements to get to and from Cleveland. Feel free to get here any way you can afford. If you arrive any way other than driving, contact Pastor Bob in advance so we can make the proper arrangements.
 - Our church address is 12302 Buckeye Rd, Cleveland, OH 44120.

- While our community is relatively safe, during your time here it is important to be smart with your belongings. With that in mind, do not leave anything out in the open when you leave for the day. Anything valuable such as money and electronics should be out of plain sight.
- Make sure that you keep doors locked when you are leaving the house for an extended period.
- If you have a car, make sure you keep it locked at all times. Do not leave anything of value in your car as well. Make sure you take your valuables inside.
- Our dress code is very relaxed. Dress for Bible study and Sunday morning church is causal. However, please refrain from wearing bandanas during your stay in Cleveland.
- Internship for credit
 - If you plan on doing this internship as either your junior, senior, or AA internship, it is your responsibility to get the required assignments completed.
 - Schedule a meeting with Pastor Bob in the first week of the internship to go over what you need to do in order to complete the internship properly (i.e. Schedule dates for various activities needed)
 - Make sure that you take care of registration and payment for the internship prior to leaving for the spring semester.
- What does a typical work week look like?
 - This schedule represents the typical flow of our work week and does not reflect everything we will do on a weekly basis. This schedule is subject to change.
 - **Sunday:** We have one Sunday morning service. We start service at 11. We start for setup and prayer at 10:15. Church typically runs until about 12:15.
 - **Monday-Thursday:** The four days we will be running the summer program during the week. We meet every day at 10 AM for preparation, setup, and prayer. We will talk about that before we focus on the summer program. The program itself runs from 11-3. Afterwards, we will clean up and debrief. We are usually done by 4. After, we have dinner and then the night off.
 - **Wednesday:** A special note for Wednesday is our Bible study. It starts at 6 with a meal and ends around 8.
 - **Friday and Saturday:** Off day! Once again, unless we have an outreach planned, we take Friday and Saturday off. Fun events are typically planned here during the day.

Week-by-week schedule of events

(Note that this is a general schedule and is subject to change)

Week 1: *Welcome to Cleveland!* In the first week, you will be welcomed into our church family in Cleveland. You will get a tour of the city, focusing on both famous landmarks and our community. You will also learn about The Meeting Place Church, hearing the history, mission, and vision of the church. You will also be sharing about your personal story, telling us about your testimony and the call of God on your life.

Week 2: *Planning, scheduling, and observing.* In our second week, we will start doing the planning for the summer program. We will also place you to preach and teach in other areas of ministry throughout the internship. You will also take this time to observe our first few services to see how the general flow. If you plan on doing the internship for credit, we will use this time to make sure that you have your internship activities requirements met.

Week 3-7: *First five weeks of the summer program.* During these weeks, you will be running the summer program Monday, Tuesday, and Wednesday. Thursday mornings will be used for extra planning time as needed. You will also be attending our three services each week on Sunday and Thursday, participating in different ways in each one.

Week 8: *Final week of the summer program, internship feedback, and departure.* As the summer program comes to a close, we will use the final week of your internship as a farewell, taking time to debrief and pray as you head back to school or go on to your next phase in life.

Other outreaches and events: We have several outreaches we do throughout the summer. If you are staying here beyond the eight weeks, please let us know before you arrive so we can make the proper living arrangements. Here are some of the outreaches and events we will be doing throughout the summer. You will participate in some, if not all of the following:

Backpack outreach: This outreach is the biggest outreach of the year. Right before the school year starts, we will be giving out 500 backpacks to the children in our neighborhood. Before they receive the backpacks, the entire family hears the Gospel message and receives prayer. Along with the ministry aspect of the outreach, we will have a bounce house, a live DJ, plenty of food, and fun games for the children. With this outreach comes a lot of preparation including handing out flyers, giving and collecting backpacks to/from churches and organizations, preparing the Gospel message, and many other things.

Possible missions windows: Because Pastor Bob is also a missionary, he gets invited to speak at various churches to raise support and awareness of what we are doing in the inner city. You will have the opportunity to go with him to these churches to see how he does this.

Hosting other ministry teams: Throughout the summer, we could get some people and/or churches that will join us in ministry as a short term missions trip. You will help make them feel welcomed and assist them whenever necessary.

Tips to have an excellent internship experience

- *Be open:* While the inner city may be slightly intimidating and challenging, be open to it. God can use you in many ways that you will never see coming if you are open to it.
- *Do anything:* Go forward with this internship with a willingness to say yes to anything. If you are being asked to do something, be willing to participate in it.

- *Get out of your comfort zone:* God will use you the most when you are the most uncomfortable. Do things while you are here that you would not normally do. You may end up realizing that you like some of these activities.
- *Bring spending money:* While having spending money may not be a necessity, it is recommended that you bring some spending money with you. Some of our fun trips do not require money but when we go to the movies or out to eat, you may need to pay your own way. Bringing about \$200 should be fine for your stay here for spending money. Feel free to bring more or less.
- *Ask:* Don't be shy about asking questions. This internship is intended to be a learning experience. Feel free to ask questions about anything and everything we do. Beyond ministry questions, don't be shy about asking questions about anything else.
- *Journal:* I would encourage you to journal about your experiences. Write down either in paper or electronically the things that you do, the people that you interact with, and things that God is speaking to you. So much goes on during an internship like this that you don't want to forget some of the things that God does in your life. Take just a few minutes a couple of times a week to journal and reflect personally on what God is doing.
- *Take lots of pictures:* This internship will be a very unique experience throughout your time in college. Take a lot of pictures so you will have awesome memories to hold on to when you head back to school. Show your friends, family, and home church the awesome things that God did in your life during the internship.
- *Share the experience with others:* We all hope and pray you have an amazing time in Cleveland. Tell your friends and classmates about your experiences. Share with them how God changed your life and invite them to join you next year. We are always looking for more people to share this experience with.
- *Have fun:* We will definitely work a lot while you're here. However we will also have a lot of fun. You are taking a break from school so make sure you have times of relaxation. Not only is it biblical but you don't want to burn yourself out before you head back to school for a full year. Enjoy your time here in Cleveland!