

GENERATIONINTERNS[®]

2011-2012 second year intern application

Forging Leaders in A New Generation

“The things which you learned and received and heard and saw in me, these do, and the God of peace will be with you.” Philippians 4:9

“Imitate me, just as I also imitate Christ.” 1 Corinthians 11:1

“Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.” 1 Timothy 4:12



A Word From Our Director

After spending one year establishing the Biblical and leadership foundations of your life, the opportunity is now before you to build upon that foundation. As a second year intern, you will be challenged further in areas of leadership, ministry, lifestyle, faith, prayer, and to be the model that the first year interns will follow. If you choose to go the second mile, your responsibilities will go to another level as you help to facilitate and lead in a world shaping church. We have amazing days ahead and we are praying that you will join us, and together we can write history and help lead a modern day reformation in this Jerusalem and even to the ends of the earth.

Blessings!

Pastor Jonathan Smith
Director, Generation Interns, The City Church[®]

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INTERNSHIP EXPECTATIONS

I Timothy 4:12 “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.” As a Generation 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.

Pledge Of Honor | The Pledge of Honor outlines character choices and disciplines consistent with the lifestyle of a Generation Intern at The City Church. The framework for these expectations is explained in further detail in the Pledge of Honor form on page 12 of this brochure and includes Intimacy, Character, Authority, Study, Stewardship, Health, Faithfulness, Purity, Fellowship, Leadership, Focus, and Excellence.

Relationships | This season, as a Generation Intern, is dedicated for the development of intimacy with God and His Word. We ask our Interns to set this time aside and focus on your training. Keeping this focus will maintain the integrity of this program and provide you with the full benefit of what this program was designed to produce.

Employment | We realize that as a Generation Intern you may desire to pursue some type of part-time employment in order to meet your expenses. Because of your commitment to Generation Interns, we require that you limit your part-time workweek to 20 hours or less.

Ministry Trips | One of the vital parts of your training as a Generation Intern will come through participation in one of our ministry trips. These trips vary in location and duration each year. There are both national and international opportunities provided as the Lord directs. A percentage of your tuition is allocated for trip expenses, primarily the airfare. Depending upon the specifics for each trip, there may be additional expenses that you will be responsible for in order to participate. Detailed mission trip information will be available on the day of Registration.

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 a 70% average for credit courses.

Ministry Standards You must receive above average ratings in your Ministry Tracks, based on promptness, attendance, performance of tasks and attitude.

Missions Standards Every intern will participate in a City Church mission trip during the course of the intern year.

Mentoring Standards You must maintain consistent attendance and leadership in a City Group (small group through Generation Church or Young Professionals Ministry).

Attendance Standards You cannot have more than three unexcused absences per semester. (Excused absences include: The City Church Mission Trips & Outreaches and pre-arranged excused personal absences.)

Financial Standards You must be current on your financial obligations each month and be paid in full at the time of graduation. Intern financial obligations include: tuition, mission trip payments and dorm rent (if applicable).

DISCIPLINARY PROCESS

To maintain the standards and integrity of the Generation Interns program, if any of the guidelines, pledges or standards are violated, the Generation Interns Director or his designee will take corrective action as determined at such person's discretion. While some violations may require immediate dismissal or other corrective actions, generally the Intern will be given a warning and placed on a fifteen-day probationary period. If the Director or his designee determines there is no measurable change in the Intern or that the required steps have not been taken by the Intern during the probation, the Intern will be dismissed. Dismissal may be immediate, at the end of the current semester, or at another time determined by the director or his designee.

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HOUSING

If you are interested in obtaining housing at the Plateau Dorms, you will need to complete the Housing Request Form included in the application. Our housing handbook, which explains amenities, standards and expectations is available at the request of the applicant. Intern housing is currently \$450/month (does not include transportation costs or dinner and weekend meals), which is in addition to tuition. Breakfast and Lunch are included during the week. Upon acceptance into the Intern program, the finance department will email an invoice for initial tuition and rent payments. **A \$860 housing deposit is due by August 26 in order to secure dorm housing (includes a \$75 damage deposit, prorated September 2011 rent, and rent for May 2012). The \$860 housing deposit should be mailed with appropriate documentation upon acceptance to: The City Church, Finance Dept, 9051 132nd Ave NE, Kirkland, WA 98033.** Monthly rent payments are due on the 1st of each month, beginning in October and culminating in April. Rent for any month (s) may be paid in advance of the date that it is due. Payments received after the 10th of the month will be subject to a \$15 late fee.

FINANCES

Financial Preparedness

Financial preparedness is a key factor in determining whether this is the right time for you to be a Generation Intern. We want you to be free from excessive financial debt during your time as an Intern. Acceptance into the program is contingent upon your ability to faithfully handle your financial obligations as a Generation Intern.

Financial Stewardship

Financial stewardship is a key factor in maintaining your place as a Generation Intern. Falling behind in payments will jeopardize your status as an Intern and could result in early dismissal from Generation Interns.

Tuition for Generation Interns is \$4,455 per year per student. This does not include the cost of housing. The tuition covers all books, materials, manuals, conference fees and a portion of your ministry trip.

Upon acceptance into the Intern program, the finance department will email an invoice for the required initial payment, along with forms to complete. Interns are required to pay a **minimum initial payment of \$2,227** (\$500 immediately non-refundable) no later than Friday, August 26, 2011. Please remit payment with appropriate documentation to: The City Church, Finance Dept, 9051 132nd Ave NE, Kirkland, WA 98033. (Initial payment may be cashier's check, money order, or credit card— **No personal checks will be accepted for initial payment and please do not mail cash.**) The remaining balance will be divided into monthly installments for each semester. Monthly tuition payments are due on the 1st of each month and begin in October. Payments received after the 10th of the month will be subject to a \$25 late fee. The tuition for any semester may be paid in full at any point throughout the program.

Payment Breakdown

Description	Amount	Payment Due Date
Non-Refundable Application Fee of Apply before May 15 and the fee is waived Apply after May 15 and the fee is \$50 Apply After July 15, the Application fee is \$100	\$0	If application is received prior to May 15, 2011
Initial Tuition Payment	\$2227.00	Friday, August 26, 2011
Initial Dorm Payment Includes Sept & May's Rent, and Security Deposit	\$860.00	Friday, August 26, 2011
Remaining Tuition Payments Divided into 8 months	\$2228.00	\$278.50/month Oct-May
Remaining Dorm Rent Payments Divided into 6 months December's prorated rent	\$2925.00	\$450/month Oct-Apr (\$225 prorated December rent)
Total Estimated cost for 2011-2012 intern year =	\$ 8240.00	

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ENTRANCE QUALIFICATIONS

APPLICATION

Acceptance into Generation Interns will be determined by your application portfolio, references, an interview and the prayerful decision of our pastoral team. Please note: Applications submitted for Generation Interns will also be reviewed by and subject to approval of Portland Bible College since our academic courses receive PBC credits.

TIMING

Three main factors contribute toward determining whether this is the right time for you to be a Generation Intern.

1. **Spiritual Authority** We want to know that the spiritual authorities in your life (parents, pastors, & mentors) all agree that this is the right training environment for you at this time.
2. **Personal Life** Spiritual maturity and preparedness are key factors in determining entrance into this program. In order to be considered for acceptance, your commitment to spiritual disciplines and involvement in a local church over the past six months will be examined.
3. **Finances** You must demonstrate financial stability in order to be considered as a Generation Intern. Interns are not permitted to work full time jobs. Interns may work part time (limited to 20 hours per week) as long as it does not interfere with the Generation Intern schedule.

APPLICATION CHECKLIST - (PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE)

Step One Submit all of the following materials in a portfolio to the Generation Intern offices.

Application review will commence once all materials are received.

1. Fill out application **completely**. Please take the time to read and complete all questions and denoted fields. It is not necessary to submit the informational pages of this brochure (pages 1-4) with your application.
2. Fill out Housing Request Form on page 10 (as applicable).
3. Have your Pastor or City Group leader to complete the Pastoral Recommendation Form. Have them return it to you in a sealed envelope or mail it directly to our offices. Other reference forms, emails or phone calls do not replace this form.
4. Have your prospective Ministry track leader complete the Ministry Track form (multiple references may be submitted if you are uncertain which track you would like to be a part of).
5. Application Fee: If a completed application (with all forms) is sent in before May 15, 2011 the registration fee will be waived. If a completed application is sent in after May 15, 2011, it needs to include a \$50 registration fee. Applications sent in after July 15, 2011 will be subject to an additional \$50 late processing fee, totaling \$100. (Please make checks payable to The City Church - do not mail cash).
6. **Mail the above items (or drop off at The City Church) postmarked by July 15, 2011 to: The City Church Plateau campus, Generation Interns, 4221 228th Ave SE STE A, Issaquah, WA 98029.** Please contact our offices for questions regarding late application procedure.

Step Two Once all materials have been received and reviewed by the Generation Intern staff, we will contact you for a personal interview. For applicants who live in the Northwest, we require an "in-person" interview. Out of state/country applicants will be permitted to hold a Skype or phone interview. Our staff will prayerfully consider each applicant before a decision is made regarding your application and acceptance. Pastor Jon will make the final decision on which ministry track each second year will lead in for the year.

Step Three Once acceptance has been determined, we will contact you and email you an acceptance packet with further information and instructions. We will also email you an invoice for the required down payments, along with tuition and housing forms (if necessary) for you to complete and return to us. If you need a hard copy of the acceptance packet please request it from our offices. **Tuition and housing down payments must be received with their corresponding forms by Friday, August 26, 2011 to: The City Church, Finance Department, 9051 132nd Ave NE, Kirkland, WA 98033.**

Step Four Intern registration commences on Friday, September 9, 2011. Parents are invited to attend this first weekend of activities. (Details will be included with acceptance packet).

Applications may be mailed directly to the Generation Intern Office at 4221 228th Ave SE Suite A Issaquah, WA 98029 or faxed to us at 425-557-3342. If you have any questions you can call our offices at 425-803-3233 or our Administrator's direct line at 425-557-3301. If emailing is easier you can send your questions to Info@generationinterns.org.

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SECOND YEAR APPLICATION—please fill out all information

PERSONAL INFORMATION

Name in full (Last) _____ (First) _____ (Middle) _____
 Address _____
 City _____ State/Province _____ Zip-code _____
 Country _____ E-mail _____
 Phone _____ Cell Phone _____
 Age _____ Birth date _____ Place (City, State) _____
 Social Security # _____ (Required for background check)
 Marital Status: Single Engaged Married Widowed Divorced Separated
 Spouse's Name (if applicable) _____ Date of Marriage _____
 Number and ages of children (if applicable) _____
 Citizenship _____ Present Occupation _____
 Do you have a passport?: No Yes Expiration Date _____

HEALTH

Have there been any significant changes to your health over the past year? If so, please explain: _____

Are you presently taking medication prescribed by a doctor? _____
 If so, please explain: _____

EMPLOYMENT HISTORY (List most recent first)

Company _____ Manager _____
 Position Held _____ Dates of Employment _____
 Reason for Leaving _____

Company _____ Manager _____
 Position Held _____ Dates of Employment _____
 Reason for Leaving _____

REFERENCES

List names, addresses & telephone numbers of two persons (unrelated adult Christians aside from your Pastor)

Name and Relation _____ Phone _____
 E-mail _____
 Address _____

Name and Relation _____ Phone _____
 E-mail _____
 Address _____

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MINISTRY GOALS

What were your goals as a first year Intern and how successful were you at accomplishing them? Explain areas of personal growth and challenge.

Four horizontal lines for writing answers to the first question.

In terms of leadership development, what areas do you see yourself targeting as a second year Intern? Please be specific:

Four horizontal lines for writing answers to the second question.

List your top three choices for placement in a ministry track as a second year.

One horizontal line for writing answers to the third question.

Have you discussed this with the track leader(s)? Yes No

MINISTRY INVOLVEMENT

In what ministries of The City Church are you presently functioning and in what capacity?

Four horizontal lines for writing answers to the fourth question.

Who is your city group leader?

How consistently did you attend a city group as a first year intern? Weekly 1-3x / month Less than 1x / month

Do you currently lead or assist a city group?

If so, describe your role and any other pertinent details about your city group:

Four horizontal lines for writing answers to the fifth question.

With whom do you have a close pastoral/mentoring relationship at The City Church?

One horizontal line for writing answers to the sixth question.

Describe your relationship.

Four horizontal lines for writing answers to the seventh question.

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PERSONAL EVALUATION

Please give an honest estimation of yourself as a first year intern in the following areas. Rate 1-10 (10 being highest). If unknown please mark it N/A.

- | | | |
|----------------------------------|------------------------|-------------------------------|
| _____ Personal Discipline | _____ Initiative | _____ Spiritual Maturity |
| _____ Judgment | _____ Cadre attendance | _____ Finishing Projects |
| _____ Leadership Exercised | _____ Listening | _____ Submission to Authority |
| _____ Lifestyle Example | _____ Positive Speech | _____ Self-Confidence |
| _____ Faithfulness / Consistency | _____ Obedience | _____ Diligence in Tracks |

In what areas did you experience the most significant growth as a first year intern? _____

Evaluate your involvement, participation, punctuality and how you contributed to intern prayer times as a first year. _____

How did you respond to correction and/or challenges from GI staff, track leaders and pastors as a first year intern? _____

Evaluate your participation and performance in GI classes, including homework. _____

How did you contribute to conferences, cadre times, GC, mission trips, etc. as a first year intern? _____

PERSONAL HISTORY

Please give a truthful answer to the following questions. If you answer yes to any of the following, please include an explanation on a separate piece of paper. An affirmative answer does not necessarily prevent acceptance into the Intern program. Misleading information or deliberate dishonesty is grounds for immediate denial of application or dismissal from Generation Interns .

- Have you ever been involved with: Drugs/Illegal Substances Alcohol Tobacco Occult / any cult
- Have you ever been involved with: Abortion Abuse
- Have you ever struggled with: Homosexuality Pornography An eating disorder Severe Depression
- Have you been sexually active within the past 12 months? Yes No
- Are you currently involved in a dating relationship? Yes No
- Have you ever intentionally inflicted harm upon yourself? Yes No
- Have you ever been arrested or been charged with or convicted of a crime? Yes No
- Have you been involved in any activity that may affect or bring into question your fitness for working with or supervising children? Yes No
- Are you involved in any secret society or private or public activity that is inconsistent with accepted Biblical standards of conduct? Yes No

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TIME AND FINANCES

What are your plans beyond Generation Interns? Please outline specifics _____

Do you anticipate any schedule conflicts that would hinder your full participation as a second year Intern (personal plans, educational pursuits or work related issues)? _____

What are your current financial obligations (i.e. car loan/insurance, cell phone, student loan, rent, etc.)? _____

Will these financial obligations pose a challenge to your fiscal responsibility as a second year intern? _____

How diligent were you with your intern payments and personal budget last year? Explain. _____

Describe in detail how you plan to fulfill all financial requirements as a second year intern? Include your anticipated source(s) of income. _____

SECOND YEAR INTERN AGREEMENT

As a second year intern, I understand that there is a higher standard of excellence that is required of me. I agree to uphold those standards. I will step up in areas of leadership and strive for faithfulness with the responsibilities that I am given. I will maintain excellence in my attitude and in my relationship with God. I commit to living above reproach in all areas of my life.

Signature _____ Date _____

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PLEDGE OF HONOR

As a Generation Intern you must commit to comply with all aspects of the Pledge of Honor in order to remain eligible for the Generation Intern program.

INTIMACY

I pledge to deepen my relationship with God and make knowing Him my first priority.

CHARACTER

I pledge to let God shape my character and transform me into His image.

AUTHORITY

I pledge to come under the authority and covering of The City Church and its leaders.

STUDY

I pledge to study to show myself approved and grow in my knowledge of the Word of God.

STEWARDSHIP

I pledge to be responsible in the area of my finances and all my financial commitments.

HEALTH

I pledge to maintain my body as God's temple and practice sound eating, sleeping, and exercise habits.

FAITHFULNESS

I pledge to be prompt and faithful in my attendance to all prayer times, class times, ministry tracks, and services.

PURITY

I pledge to avoid immoral or illegal activities or engage in any behavior that is contrary to Biblical conduct and ethics.

FELLOWSHIP

I pledge to be an encouragement to my fellow interns and build solid relationships with others.

LEADERSHIP

I pledge to develop my leadership gifts by taking initiative, both verbally and practically.

FOCUS

I pledge to keep my relationship with God and members of the opposite sex in proper priority.

EXCELLENCE

I pledge to communicate a spirit of excellence in my speech, conduct, appearance, and attitude.

I, _____ am fully persuaded that it is the will of God for me to be enrolled in Generation Interns for the 2011-2012 academic year. I sincerely believe that I am here by the direction of the Holy Spirit and that God desires to do a unique work in my life that includes a deeper understanding of His word and works, the development of a stronger personal relationship to God, the further maturing of my Christian character, the strengthening of personal disciplines in my life, the sharpening of my ministry skills and the development of life-long friends.

I pledge that if admitted to the Generation Intern program, I will at all times conduct myself as a Christian, faithfully and diligently adhering to the Generation Intern program requirements, and promptly meet all financial and other obligations. I have thoroughly considered the time commitments, financial obligations, leadership role, and personal devotion required to succeed as a Generation Intern and am willing to apply myself to these standards.

Because of this, I accept the entire Pledge of Honor and agree that I will comply with the Pledge of Honor to remain eligible for the Generation Intern Program.

Signature _____ Date _____

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HOUSING ASSISTANCE REQUEST

(Only applicable to those requesting dorm housing.)

Name in full (Last) _____ (First) _____ (Middle) _____

Address _____

City _____ State/Province _____ Zip-code _____

Country _____

Phone _____ Email _____

MALE FEMALE Age _____ Birth Date _____

Parent or Guardian _____ Phone _____

- I am requesting to live in the dorms during the 2011-2012 intern year.
 I am willing to abide by the expectations set forth by the Plateau Dorms and Generation Interns.
 I am able to budget \$600.00 per month to cover my housing expenses at the dorms. (\$450 for rent and \$150 for transportation/insurance and other living expenses.)
 I have a car, current driver's license and car insurance.
-Note: Van transportation will be available for some weekday intern scheduled events only. Interns are responsible for their own transportation for other responsibilities.

Please explain any special needs you may have regarding housing: _____

ROOM AMENITIES

All rooms are 8'x10' single occupancy and come with the following amenities: twin-size bed with mattress pad, desk and chair, blinds, closet space with built in drawers, sink, and medicine cabinet with mirror (desk and chair are available on a first come, first serve basis). Upon acceptance into the Intern program, we will send further information regarding housing arrangements, including: forms to complete, a campus map with directions, timeline and requirements for move-in, and directions for securing housing.

Breakfast and lunch will be provided at the Plateau Campus during all regular intern weeks for the 2011-2012 year. Further information will be emailed with acceptance packets.

Filling out this request form does not guarantee housing. Please contact the Generation Interns office with questions and to confirm housing availability.

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RECOMMENDATION FORM: PASTORAL REFERENCE FOR SECOND YEAR INTERNS
Please have your city group leader complete this form.

Name of Applicant (Last) _____ (First) _____ (Middle) _____

SECTION 1: PASTORAL INFORMATION

City Group Leader's Name _____

Phone _____ E-mail _____

City Group information _____

SECTION 2: PLEASE ANSWER THE FOLLOWING QUESTIONS

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

How well do you know the applicant? []Very Well []Well []Casually

How consistently did they attend city group as a first year intern? []Weekly []1-3x / month []Less than 1x / month

Does the applicant demonstrate Christ in his/her lifestyle? []Yes []No []Inconsistently

Please describe: _____

In your association with the applicant what has been the level of commitment you have seen exemplified?

[]Faithful []Inconsistent []Other

Describe the applicant's leadership ability:

[]Prefers to follow []Makes some effort to lead []Good ability []Exceptional ability

What are the applicant's strong points (include special abilities)? _____

What are the applicants current leadership roles? _____

Has the applicant discussed or counseled with you concerning his/her interest in being a second year intern with the Generation Intern Program? []Yes []No

What do you understand is the real motive for the applicant wanting to attend the Generation Intern Program?

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SECTION 3: PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS:

On a scale of 1 to 10 (1=low, 10=high, please mark N/A if unknown), rate the applicant in the following areas:

- | | | |
|------------------------------|--------------------------------|-------------------------------|
| _____ Personal Discipline | _____ Initiative | _____ Spiritual Maturity |
| _____ Making New Friends | _____ Consistency/Faithfulness | _____ Finishing Projects |
| _____ Leadership Abilities | _____ Listening | _____ Submission to Authority |
| _____ Lifestyle Example | _____ Positive Speech | _____ Self-Confidence |
| _____ Response to Correction | _____ Obedience | _____ Maintaining Friendships |
| _____ Financial Discipline | _____ Punctuality | _____ Excellence in Homework |
| _____ Emotional Stability | _____ Judgment | _____ Compassion |

Please comment: _____

SECTION 4: PASTORAL APPROVAL

Do you fully approve of the applicant participating in the Generation Intern Program? Yes No

Comments (Please describe any reservations or concerns): _____

Signature _____ Date _____

Thank you for completing this recommendation form. Please keep this form confidential and mail it directly to the Generation Intern Office at 4221 228th Ave SE Suite A, Issaquah, WA 98029 or fax it to us at 425-557-3342. Please contact us with any further questions or comments at 425-803-3233 or our Administrator’s direct line at 425-557-3301. If emailing is easier you can send your questions to Info@generationinterns.org.

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RECOMMENDATION FORM: MINISTRY TRACK LEADER REFERENCE

Please have your prospective ministry track leader complete this form.

Name of Applicant (Last) _____ (First) _____ (Middle) _____

SECTION 1: TRACK LEADER INFORMATION

Track Leader's Name _____

Phone _____ E-mail _____

SECTION 2: PLEASE ANSWER THE FOLLOWING QUESTIONS

How long have you known the applicant? _____

How well do you know the applicant? Very Well Well Casually

Please comment on the applicant's involvement in your track as a first year intern. _____

In your association with the applicant what has been the level of commitment you have seen exemplified?

Faithful Inconsistent Other

Describe the applicant's leadership ability:

Prefers to follow Makes some effort to lead Good ability Exceptional ability

What are the applicant's strong points (include special abilities)? _____

What are the applicants current leadership roles? _____

Does the applicant demonstrate Christ in his/her lifestyle? Yes No Inconsistently

Please describe: _____

Please comment on your communication with the applicant regarding their interest in being a second year intern in your ministry track. _____

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SECTION 3: PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS:

On a scale of 0 to 10 (10=highest, leave blank if unknown), rate the applicant in the following areas:

- | | | |
|------------------------------|--------------------------------|-------------------------------|
| _____ Personal Discipline | _____ Initiative | _____ Spiritual Maturity |
| _____ Making New Friends | _____ Consistency/Faithfulness | _____ Finishing Projects |
| _____ Leadership Abilities | _____ Listening | _____ Submission to Authority |
| _____ Lifestyle Example | _____ Positive Speech | _____ Self-Confidence |
| _____ Response to Correction | _____ Obedience | _____ Maintaining Friendships |
| _____ Financial Discipline | _____ Punctuality | _____ Excellence in Homework |
| _____ Emotional Stability | _____ Judgment | _____ Compassion |

Please comment: _____

SECTION 4: MINISTRY TRACK LEADER APPROVAL

Do you fully approve of the applicant participating as a Second Year in the Generation Intern Program?

Yes No

Comments (Please describe any reservations or concerns): _____

Signature _____ Date _____

Thank you for completing this recommendation form. Please keep this form confidential and mail it directly to the Generation Intern office at 4221 228th Ave SE Suite A Issaquah, WA 98029 or fax it to us at 425-557-3342. Please contact us with any further questions or comments at 425-803-3233 or our Administrator's direct line at 425-557-3301. If emailing is easier you can send your questions to Info@generationinterns.org.