

HHMV Internship Introduction

Our goal is to see each *his heart my voice* intern grow spiritually, mentally, emotionally, socially, and in responsibility and discipline. The *his heart my voice* internship has three specific purposes to see fulfilled in the life and growth of the intern.

Discipleship

First, is to be a disciple of Jesus Christ under the direction of HHMV and Dave & Katie Richardson.

(Explanation of our discipleship process on page HHMV.IN-D)

Organization Responsibility

Second, is to take on a humanitarian and conference position in the HHMV organization and go beyond the expectations to better the position and the organization.

Give a Launch Pad for the Future

Third, is to help launch the intern into achieving the goals that the intern and Jesus personally have for their future. Each month, interns will be expected to evaluate their journey for the future.

(Future guide and form found on page HHMV.IN-F)

Internship Details

Time: 6 month intern commitment

Cost for Americans, Canadians and Europeans: 6 month internship fee is \$2700 per person. This cost covers housing, food, regular medical care, local transportation, visa extension fees and daily needs. This fee does not cover airfare. Internship fees can be paid in full at the beginning of the 6 months or \$500 for the first month and \$440 for the second through the sixth month.

Cost for Kenyans and East Africans: 6 month internship fee is 10,200KSh per person. This cost covers housing, food, local transportation and some daily needs. This fee does not cover personal transportation. Internship fees can be paid in full at the beginning of the 6 months or 3,200KSh for the first month and 1,400KSh for the second through the sixth month. Limited Scholarships are available so apply early.

Housing: Interns will live in dorm-style housing with shared living spaces. Storage is not available for extra stuff. Expect to bring only what will fit in a few suitcases, and what you need for living, working, and learning during the six month internship. Each intern will be expected to complete weekly and daily work duties around the house.

Food: Cooked breakfast, lunch and dinner meals are provided everyday at the intern house. Interns are welcome to purchase snacks and food for themselves and store it in their personal area.

ONE-ON-ONE: This is the time when each individual intern meets with their mentor for personal growth. Each intern is expected to devote at least 2 hours per week for ONE-ON-ONE time.

Small Groups: Each week interns will meet together with their small group to discuss how they are doing in the HHMV internship and what they have been learning from their bible study.

Family Meetings: Every week we will have a meeting of all interns, staff, and household known as the family meeting. At this meeting everyone will be instructed on the direction of discipleship and growth we will all be pursuing together throughout the upcoming week.

Outside Responsibilities: Interns are expected to have some form of continuing education (HHMV.IN.D - Mental & Knowledge Discipleship) and work at least a part-time job unless enrolled in full-time school.



PO Box 181 Orting, WA, USA 98360

PO Box 4931-01002 Thika, Kenya

www.hhmv.org

HHMV.IN-B

HHMV Internship Application

Personal Information:

Name:		Phone Number:		<input type="checkbox"/> Is SMS texting OK
E-mail:			DOB: ____ / ____ / ____ MM DD YYYY	
Age:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Engaged		
Do you have children? <input type="checkbox"/> YES <input type="checkbox"/> NO	Will your children come with you? <input type="checkbox"/> YES <input type="checkbox"/> NO	Spouse Name:		
Children Name & Ages:		Will you have outside housing or moving into the intern house? <input type="checkbox"/> OUTSIDE HOUSING <input type="checkbox"/> MOVING INTO THE INTERN HOUSE		
Current Address:				
City:		State:	Zip:	
Permanent Address:				
City:		State:	Zip:	
Emergency Contact:		Emergency Contact Phone Number:		

Home Church:

Church Name:		Pastor's Name:		
Pastor's E-mail:			Denomination:	
Church Address:				
City:		State:	Zip:	

Education Information:

I have a High School Diploma / GED / Secondary School Equivalent

I have **not** completed high school/secondary school. Highest educational level completed: _____

School Name: (Most Recent)		City:		
Dates Attended:	Major:	Degree Graduated With:		
School Name:		City:		
Dates Attended:	Major:	Degree Graduated With:		



PO Box 181 Orting, WA, USA 98360

PO Box 4931-01002 Thika, Kenya

www.hhmv.org

HHMV.IN-B

HHMV Internship Application

Gifts, Skills, and Abilities

Each intern of HHMV has a responsibility to make our intern home continue to run with efficiency and excellence. Part of your internship will be to serve in a work duty role for 1 to 2 hours each day. Please help us know where to place you by answering the following information.

Skill experience levels:

0: None 1: Little 2: Some 3: Considerable 4: Extensive 5: Professional

_____ Cleaning	_____ Cooking / Baking	_____ Hair Salon Basics
_____ Desktop Publishing(Word & Excel)	_____ Computer Graphics	_____ Computer Repair
_____ Computer Programming	_____ Clerical Work	_____ Accounting
_____ Receptionist	_____ Automobile Repair	_____ Coffee Barista
_____ Painting or Photography	_____ Equipment Operator	_____ Sound Technician
_____ Carpentry	_____ Plumbing	_____ Electrical
_____ Gardening / Landscaping	_____ Farm Animal Care	_____ Car Driving in Kenya

Other skills not listed: _____

HHMV Intern Job Selection:

Preferred job (see HHMV.IN-E): Conference Logistics Equipment Logistics Secretary of Research & Information
 Office Communications Secretary Online Communications Secretary Social Worker Education Director

Consent for Treatment

In case of emergency, I/we hereby agree to the performance of such treatment, including anesthesia and surgery, as the attending doctor or physician may deem necessary.

Printed Name: _____

Applicant's Signature: _____ Date: _____

Signature of parent or guardian required if applicant is under 18 years of age:

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____ Relationship: _____

Release of Liability

I/We do hereby release his heart my voice, its staff, agents, and volunteer assistants from any liability whatsoever arising out of any injury, damage, death, or loss which may be sustained by said person(s) during the course of involvement with his heart my voice.

Printed Name: _____

Applicant's Signature: _____ Date: _____

Signature of parent or guardian required if applicant is under 18 years of age:

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____ Relationship: _____

I have read and understand the contents of this applications, and I agree that the information I provided is accurate.

HHMV.IN.A

HHMV.IN.D

HHMV.IN.G

Signature: _____ Date: _____



PO Box 181 Orting, WA, USA 98360
PO Box 4931-01002 Thika, Kenya
www.hhmv.org

HHMV.IN-C

HHMV Internship Application

Personal History:

Please prayerfully answer the following questions. Your answers will be significant in the application process.

1. Describe your experience that led you to accepting Jesus and His way of life for yourself.

2. Describe your current relationship with Jesus, and what areas you are seeking to develop and improve within your character.

3. Describe your spiritual and ministry goals.

4. Describe your relationship with your local church.

5. Describe your business, professional, educational and missions experiences.



PO Box 181 Orting, WA, USA 98360
PO Box 4931-01002 Thika, Kenya
www.hhmv.org

HHMV.IN-C

HHMV Internship Application

6. Describe your relationship with your family and their feelings about your internship with HHMV.

7. How did you hear about the *his heart my voice* internship and who prompted you to apply?

8. Please describe whether you see yourself as a natural leader or a natural follower?

9. Who is the most influential person in your life right now? Why?

10. Have you ever served as an intern or disciple under someone before? If yes, with who and what organization?

HHMV.IN-D

HHMV Intern Discipleship Outline

The purpose of this document is to explain the complexities and expectations of the internship with *his heart my voice*. This is not an exhaustive list, but our best attempt at what we strive to accomplish. The HHMV internship will require some self-initiative and motivation on the part of the intern in order to fully succeed in what he/she sets out to accomplish.

Spiritual Discipleship

Every person on this planet is at a different place in their own walk to find and develop relationship with God, so we know this to be true for our interns as well. Every intern will be personally taught, led, and instructed one-on-one. The purpose is to grow in hearing from the Holy Spirit daily, use His spiritual gifts and disciplines given to us, and grow in spiritual maturity. Not one person's giftings are the same nor is the road they must take to grow the same. So we must view each person as an individual called by God for specific, sometimes unknown, purposes.

Key Spiritual Discipleship Focuses:

led by the Holy Spirit; using spiritual gifts; overcoming strongholds; prayer; spiritual authority

Mental & Knowledge Discipleship

Interns are expected to research world issues important to *his heart my voice*. Interns will be expected to continue their education in some form. Education could come in many forms, ranging from self education to academic learning. Bible reading assignments will be given each week, as well as group discussion on what was found in the Bible.

Key Mental Discipleship Focuses:

continued education; world issue research; bible reading with group discussion

Emotional & Heart Discipleship

This is very hard to explain and is easily misunderstood. Emotional and heart discipleship is a very fragile and important journey of exploring our past, our actions, and our heart motives for who we are and what we do. Interns are not forced to expose anything, but are encouraged to allow the Holy Spirit to lovingly help them bring everything into the light. This will not be an easy journey, but at *his heart my voice* we are devoted to getting God's heart and helping our hearts change to the likeness of Christ. It is emotional discipleship in the sense that we most often are dealing with our hurt feelings instead of events or issues. (*Example: You don't trust men today because your father was hurtful to you as a child.*) Everything we do comes from our hearts – so the discipleship of our hearts is needed to become more like Christ.

Key Emotional & Heart Discipleship Focuses:

explore our past, our actions, and our heart motives; bring hurts into the light; let our hearts become like Christ

Social Discipleship

When we live close together with other people at first we may love or hate certain habits we see in others, and as a result, over time, we shape opinions about that person. Interns will examine how we interact with others, what our influence is on the people around us, and how our culture and society influence our thoughts and decisions.

Key Social Discipleship Focuses:

examine our interaction with others; our influence on others; cultural and societal influence on us

Responsibility, Morals & Ethics Discipleship

Jesus places a lot of emphasis on people being responsible with what they have and do, and He includes consequences, both great and terrifying, based on what we did in this life. As Christians we should not expect to become morally and ethically responsible people overnight. In fact, the New Testament is full of writings about how to grow and trust the Holy Spirit to help us overcome our failures. Interns are expected to have a basic standard of morals and ethics, but we all have some area that we are at odds with Christ when it comes to this issue. Wisdom is knowing what's right and wrong, but taking action to do what's right. Interns will also receive household jobs and jobs in the organization with which they will be expected to be responsible, and to improve to the best of their ability.

Key Responsibility, Morals & Ethics Discipleship Focuses:

examine our thoughts on morals and ethics; responsible with house job and HHMV job;

Self-Disciplined Discipleship

This is one of the fruits of the Holy Spirit and it should come out of our lives when we are being led by the Spirit, but this type of self-discipline is not what we are discipline. Our focus will be learning discipline with our body, time, money, electricity, environment, belongings, and other responsibilities.

Key Self-Disciplined Discipleship Focuses:

examine our use and care of what we are responsible for

HHMV.IN-E

HHMV Intern Job Positions

The purpose of this document is to outline the job positions and titles available to interns of *his heart my voice*. This document is not intended to explain every detail or question about the positions, but to be used as a guide and outline.

Conference Logistics

This position requires relational and management skills for communication with conference speakers, participants, and conference crews. They are responsible for the maintaining the structured conference schedule, and keeping everyone at events guided where they need to be and on time.

Basic Duties: *at-conference-communication; crew management; conference schedule/time-line*

Prerequisites: *clear communication skills; experience leading; maintain a schedule; professional appearance; Microsoft EXCEL and WORD*

Equipment Logistics

This position requires organization and administration skills for managing the HHMV equipment setup, tear down, and storage; managing sound and lighting crews; managing equipment maintenance and repair.

Basic Duties: *equipment management; sound & lighting crew management*

Prerequisites: *experience with managing people, managing equipment, and Microsoft EXCEL*

Secretary of Research & Information

This position requires excellent computer and communication skills. Will be working with individual and group registrations for conferences and concerts. Data entry of all information for registration, information archiving, and general meeting minutes.

Basic Duties: *data entry; registration management; information archiving*

Prerequisites: *experience with managing data and information; quick typist; Microsoft WORD*

Office Communications Secretary

This position requires strong communication and relationship skills. Responsible for answering HHMV phone calls, communicating with board, staff, interns, and volunteers about upcoming meetings, events and availability, and sending out bi-monthly snail mail newsletters/contact-touch-points.

Basic Duties: *answering the phone; HHMV internal communication; snail-mail newsletter*

Prerequisites: *great phone etiquette; ability to communicate clearly; fluent in Swahili and English*

Online Communications Secretary

This position requires excellent computer and communication skills. Will be working to maintain our online presence with social networking websites; maintaining that www.hhmv.org is up-to-date and information is communicated clearly; responding to emails; and sending out regular up-to-date email newsletters.

Basic Duties: *maintaining HHMV online presence; responding to emails; email newsletters*

Prerequisites: *experience with computers; HTML; Microsoft EXCEL, WORD, and OUTLOOK*

Social Worker

This position requires excellent communication skills with a strong authoritative disposition. Will be working with individuals and families in the slums, street-children and potential business startups whom HHMV is actively working to help.

Basic Duties: *communicating and assessing the needs of those we are helping; setting attainable goals for those we are helping;*

Prerequisites: *experience with dealing with difficult people and poverty; willingness to confront issues; MS Word; fluent in Swahili and English*

Education Director

This position requires excellent communication skills and patience. Will be working to educate children and adults at a primary level.

Basic Duties: *teaching one-on-one and group classes; assessing learning abilities; teaching language classes*

Prerequisites: *experience teaching; MS Word; fluent in Swahili and English*



PO Box 181 Orting, WA, USA 98360
PO Box 4931-01002 Thika, Kenya
www. hhmvm.org

HHMV.IN-F

HHMV Future Launch Guide & Assessment

Name:	Phone Number:	<input type="checkbox"/> Is SMS texting OK
E-mail:		

Near Future Goals:

Something you want to achieve in life soon:
What progress have you already made?
How long before this goal is complete?
What's your next step forward?

2 Year Future Goals:

Something you want to achieve in 2 years:
What progress have you already made?
What puts this goal 2 years out?
What's your next step forward?

5 Year Future Goals:

Something you want to achieve in 5 years:
What progress have you already made?
What puts this goal 5 years out?
What's your next step forward?

Accountability:

Who holds you accountable to these goals?



PO Box 181, Orting, WA 98360
PO Box 4931-01002 Thika, Kenya
www.hhmv.org

HHMV.IN-F

HHMV Future Launch Guide & Assessment

Pick one of the 3 goals you have listed and complete the following **SMART** Goal form. Prayfully list, in order, the next action steps that you know you must take towards completing this goal. With each step ask yourself if the action step is **Specific, Measurable, Attainable, Realistic Results, and Time-Bound**.

Goal:

List the goal you want to focus on:

Action Steps: (List only the next 3 known steps)

Step 1.

Step 2.

Step 3.

HHMV.IN-G

HHMV Intern House Standards

At first glance this document will appear as a set of rules of things you can't do, but we want to display and show you how each one of these standards will benefit and bless the entire household. These standards are set to enable in us the fullest ability to grow spiritually, morally, ethically, and in good conscience. Everyone in the HHMV Intern House is expected to live up to these standards from the Director to the staff, intern, and even children. If you believe a standard that is set in this household to be wrong, then at the end of the six-month internship, upon moving out, you are free to choose your own standards for your house within your new residence. Breaking these standards will not be grounds for being removed from this house, but it will expose one's disciple character.

No Weapons

No Street Drugs, Alcohol, Tobacco, or Prescription/OTC Drug Abuse

We hold this standard because many individuals are in the discipleship process of overcoming addiction strongholds. We refuse to allow our lives to be used by the enemy as a hindrance to those coming out of such addiction. It is acceptable for individuals of legal age to have a drink, in moderation, of alcohol or even use tobacco products. Street drugs and abuse of legal substances is never acceptable.

No Sex or sexual actions outside of marriage

We understand that within our culture, and even some Christian cultures, sexual actions outside of marriage are acceptable. During this time and within this internship we hold to honoring life-long marriage. We believe in the beauty of marriage-sex and its holy and sacred place in the lives of those following Christ.

Guard our gates to the mind/soul

Television, Videogames, Movies, Internet, books and Music are all inroads into our minds and souls. There will be no taking in of horror, sexual, extreme violence, crass-humor, spiritual (bad stuff), or inappropriate subjects. This standard we cannot be lax on because we want our minds and souls to be open to the Spirit of Christ only. If you are unsure if something you are taking in is inappropriate, you must take it to Dave & Katie for approval. This is not negotiable because it affects the spiritual doorways to the entire house and household.