



## GUIDELINES AND CHECKLIST FOR MISSION INTERN AND SHORT-TERM MISSION PARTNER

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### This Document includes:

1. An explanation of the requirements for a Mission Intern and a Short Term Mission Partner
2. A checklist outlining:
  - a. Forms that need filling in and sending to World Outreach Application Coordinator
  - b. World Outreach Information documents explaining important facts about World Outreach and your partnership with World Outreach
  - c. Practical aspects that need to be attended to

### 1. Mission Intern

A **Mission Intern** is a person who wishes to receive training and practical experience under the supervision of an experienced Field Worker and will be linked with World Outreach for a specific period of time. This may be a step towards becoming a Full Missions Partner with World Outreach. The length of an Internship can be from 4 months to 2 years.

The minimum cross cultural training that is required for an Intern is the Kairos Cross-cultural Training Course. [www.kairoscourse.org](http://www.kairoscourse.org)

#### Guided Study

Each Intern will participate in a program of guided study and ministry whilst fulfilling the term of the internship.

This will include:

- a. Ministry/Job experience and development in an applicable area for each Mission Intern
- b. Input and guidance from an experienced Field Worker
- c. Language Study
- d. Cultural Study

If a Mission Intern wishes to continue in missionary service after this period of time they would return home and apply for Full Partner status with World Outreach.

### 2. Short-Term Mission Partner

A **Short-Term Mission Partner** is a person who wishes to serve a ministry with the skills s/he has for a period of 3-12 months. An extension of another 12 months is possible but the Short-Term Partner total deployment shall not exceed 24 months.

The minimum cross cultural training that is required for Short-Term Mission Partner is the Kairos Cross cultural Training Course. [www.kairoscourse.org](http://www.kairoscourse.org)

If a Short-Term Mission Partner wishes to continue in missionary service after this period of time they would return home and apply for Mission Partner status with World Outreach.

A Short-Term Mission Partner is responsible for raising their full financial support while on the field.

## Checklist for Mission Intern and Short Term Mission Partner to Reach the Field

Check List	Date Completed
1. Field of Service established	
2. Length of Service established	
3. Formulate job/ministry description (in conjunction with Field Leader)	
4. Formulate budget (in conjunction with Field Leader)	
5. Read World Outreach information documents	
a. Candidates Application Process Guideline	
b. Common Ground Version 1 Part 2	
c. Financial Policy Summary	
d. Support Raising Procedures	
e. Sending Cell	
f. Helpful Hints for New Missionaries	
g. World Outreach Leadership Functions	
6. Fill in application forms and send to Applications Officer at WOI	
a. Application form	
b. Passport size photograph, 2 copies	
c. Personal details page of passport	
d. Birth certificate	
e. Medical endorsement	
f. Pastor's Reference	
g. Personal Friend's Reference	
h. Employer's Reference	
i. Indemnity Form	
j. Budget Plan	
k. Moral and Sexual Conduct Policy/Form	
l. Personal Fact Sheet	
7. Raise support: <ul style="list-style-type: none"> <li>• financial – 100%</li> <li>• prayer</li> </ul>	
8. Attend/plan to attend Kairos Course	
9. Interview with Application committee	
10. Practical Aspects	
• Visa	
• Book tickets	
• Travel/Medical Insurance	
• Immunisations	