



FAITH • HOPE • LOVE

BICF

BEIJING INTERNATIONAL CHRISTIAN FELLOWSHIP

INTERNSHIP PROGRAM OVERSEAS INTERNS



Join us...

AT BICF, OUR VISION IS TO BUILD A VIBRANT, REPRODUCING COMMUNITY UNIFIED IN CHRIST THAT EMBRACES AND TRANSFORMS PEOPLE OF ALL NATIONS TO IMPACT THEIR CITIES, THEIR NATIONS, AND THE WORLD FOR JESUS CHRIST.

INTERNSHIP PROGRAM DESCRIPTION

FOR OVERSEAS INTERNS

OBJECTIVE

The Beijing International Christian Fellowship (BICF) Internship Program aims to prepare interns for future ministry by *Training, Equipping, Educating* and *Mentoring* them through the internship program, thus empowering them to continue to impact and transform lives in their cities, their nations, and the world of Christ. It is also an opportunity for Christians from around the world to gain extensive ministry experience in China.

BICF Interns will be *Trained* and *Equipped* by working alongside church co-workers in various ministry areas available, with the opportunity to help coordinate, organize, develop, and participate in the ministry programs.

BICF will also *Educate* our interns by providing them the opportunity to study as well as to take part in various courses or seminars, ranging from theological study, leadership development to counseling skill training etc.

Last but not least, interns will be *Mentored* and cared for by BICF's staff and church family, gaining firsthand experience of personal discipleship.

BICF INTERNSHIP PROGRAM

1. Ministry Opportunities

- **Hands-on Ministry** – Depending on the intern's specific area of ministry, there are a variety of opportunities with our different ministry teams – Life Stations Ministry (Children, Young Adults, Youth, Family, Men, Women etc), Small Groups Ministry, Inspirations Ministry (Sunday service organization), Impact/Outreach Ministry and the Services Team (Media, Resources, IT, Facility Management), Pastoral Ministry (Preaching, Teaching, Counseling, Evangelism, Management).
- **Mission Trip(s)** – While each day is considered a "missions" opportunity, the interns will be given at least one trip outside of urban Beijing to another region for an outreach trip.
- **Leadership Development** – As interns gain more experience, they will be given leadership roles for specific projects and responsibilities.

2. Training and Education Opportunities

Education and study time will be incorporated into each intern's regular schedule. Each intern will work with a mentor to design an individual curriculum. The **core curriculum** for all interns will include:

- **Introductory Program Orientation** – Orientation to BICF, Beijing, and the internship program by Community Administration Director or Mentor or Ministry Leaders.
- **Mentorship** – Each intern will be paired up with a mentor and will meet together once a week for support and prayer.

- **“GEM” Seminars** – The interns will be able to attend various seminars (Biblical topics, Leadership topics, etc.) put on by the BICF “Growing, Equipping, and Mentoring” Department.
- **Weekly Journal** – Each intern is accountable to their mentor for what they have worked on and studied for the week. Each is required to reflect on their study weekly as well. Activity log, study log and weekly response are to be submitted to their mentor weekly.
- **Small Group Participation** – Each intern will be connected to a small group, and is expected to be an active member of the small group. Pastoral intern is required to lead small group.
- **Book reading** – As part of the education, the internship includes reading 6 recommended books during the course of internship. Selection of books to be discussed with their mentor. Interns are to submit to their mentor a one page book report per book read. However, for Pastoral interns, book reading may not be a necessary requirement.
- **Preaching & Teaching** – For Pastoral Interns only. Pastoral interns are required to preach at least one time during Sunday service and to teach in different settings.

The **individual curriculum** for each intern may include:

- **Training in Christian Counseling** through the BICF Counseling Center.
- **Optional Accredited Seminary and Theological Courses** through Global University (online), Malaysian Baptist Seminary, Asian Pentecostal Theological Seminary.
- **Optional Mandarin Language Learning** at own expense.
- **Pastoral Duties** as assigned by mentor, for Pastoral Intern only.

3. Internship Evaluation

Both Intern and mentor shall complete and submit an internship evaluation at the end of the internship assignment to the Community Administration Director and Ministry Leader. In the case of Pastoral Intern, the Church Leader will also be involved in the Evaluation process. In addition, Pastoral interns are required to submit a report (100 words) to reflect on what they have learned during the period of internship.

4. Typical Weekly Schedule

The BICF interns working hours are Monday to Friday 8:30 am – 5:30 pm with one-day-off in lieu for Sunday work (or another day as agreed by the Church Leader / Administration Leader according to the respective ministry.) The choice of fixed one-day-off in lieu of Sunday shall be agreed with the Mentor and Community Administration Director in advance. For Pastoral Interns, there will be flexibility in time spent outside the office for sermon preparation, visitation and other ministry work. The schedule shall be discussed and determined together with their mentors and Church Leader.

The weekly schedule also includes attendance at the bi-weekly staff meeting, staff devotions, and any spontaneous events and meetings that arise in the course of a week. GEM Seminars and Theological Courses normally take place in the evening during weekdays and / or on Sundays.

Generally, an intern typical week will look very much as the table below.

Tuesday to Friday	Saturday	Sunday	Monday
<ul style="list-style-type: none"> • Administrative and Project work, preparation of Sunday Service Ministry with BICF staff team • One to One Meeting with Mentor on Friday <p>(8:30am – 5:30pm)</p>	Study Day	Participate in Sunday Service Ministry	Rest

For Pastoral intern, a typical week may look like the table below.

Tuesday to Friday	Saturday	Sunday	Monday
<ul style="list-style-type: none"> Administrative and/or Project work, at the BICF office Preparations for teaching and preaching on Sunday or other assigned days Visitations One to One Meeting with Mentor on Friday 	Study Day / Visit home groups	Participate in Sunday Service Ministry, Teaching and Preaching	Rest

Interns may schedule one to one lunches with church elders, church leaders and staff member. These lunches provide the interns with an opportunity to learn more about various aspects of the church’s history and life.

During the internship, we also asked interns to become members of the church in order to best involve them into the life of the congregation.

5. Internship Commitment

Our internship program commitment varies as below:

- **6 to 8 Weeks or more** – For Seminary students to have pastoral experience.
- **1 to 2 Years** – For trained workers to consider full time ministry.
- **1 Year or more** – For lay Christians to explore God’s calling into full time ministry.

If you feel you have a unique situation, contact us and we will discuss it.

INTERNSHIP FAQ

1. Internship Qualifications

Reborn mature Christian
 Undergraduate degree preferred
 Previous ministry / volunteer experience
 cultural experience, flexibility
 Commit at least 1 year to BICF ministry
 Strong organizational skills
 Strong communication skills

English fluency
 Some Mandarin skills, or desire to learn Mandarin
 Agree to raise financial support Cross-
 Humble attitude and a Servant heart
 Love people and a willing heart to serve
 Respect, accept others from different background
 Showing gifts in the area of internship potentials

2. Recommendations and Accountability

We ask that each intern to be connected to a home-based pastor who would provide a recommendation for the intern and also agree to be a point of connection and accountability to the intern’s home Christian community.

During the internship in BICF, Interns are required to be accountable and responsible to their respective mentors. Interns are to meet with their mentors once a week for support and prayer.

3. Passport and Visa

All interns will need a passport that is valid for 2 years at the time of application. If the applicant is accepted as a BICF intern, the applicant will need to acquire their own travel visa to China. We recommend a one year, multiply entry visa.

4. Finances

- **Does Intern receive any financial benefits?**

Interns are required to raise their own support. Only on case to case basis, interns may be reimbursed for some expenses.

- **Does Intern have to find one's own accommodation?**

Yes. BICF may assist in searching for home stay but there is no guarantee/commitment in providing one. If intern is sharing accommodation*, they should not share with people of opposite sex.

*Excluding home stay.

- **What are the Estimated Living Costs?**

(a) Round-trip airfare to China: \$1200 to \$2000 USD from the USA, etc.

(b) Medical Insurance with international coverage

(c) Basic food and accommodations in Beijing generally between 3000 to 5000 RMB per month

(d) Recommended amount of cash to start = \$2000 to \$4000 USD (apartment rentals usually are paid 3 months in advance with a deposit of 1 month's rent. Average Rent = \$250 to \$375 USD / month)

- **Can Intern work at the same time?**

BICF internship is full time and requires intern to observe full time working hours as the BICF staff team. There are also many studies and courses offered in the internship. This would make it unmanageable for one to take on part-time job at the same time. We want you to have the energy, time and focus to make the most out of your internship.

5. Holidays and Vacations

Besides the government mandated holidays and BICF office holidays, interns are entitled to 1 day leave per month during their internship. All leave requests must be submitted to the Community Administration Director 1 (one) week in advance to be approved by the immediate mentor and or the Church Leader.

6. Sick Leave

A doctor's certificate is required if you are absent from work for more than 2 (two) consecutive days.

7. What does BICF believe?

BICF Doctrinal Statement

God:

We believe there is one God, existing eternally in three persons, Father, Son and Holy Spirit, and possessing the same attributes and perfections (Genesis 1:1; Deuteronomy 6:4; Matthew 28:19; John 10:30; 2 Corinthians 13:14).

Jesus Christ:

We believe that Jesus Christ is God (John 10:33). We believe in: His virgin birth (Isaiah 7:17; Matthew 1:23; Luke 1:34-35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return to earth in power and glory (Acts 1:11; Revelation 19:11-16).

The Holy Spirit:

We believe that the Holy Spirit, the Third Person of the Trinity, dwells in every true believer (1 Corinthians 3:16; 2 Corinthians 6:16-17). We believe that the Holy Spirit seals and dwells in every believer, spiritually uniting them with one another (Ephesians 1:13; 1 Corinthians 12:13; Romans 8:9; Galatians 3:26-28).

We believe the Holy Spirit enables the trusting, obedient believer to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18) and continues to endow believers with gifts for the purpose of building up the body, for the common good, just as He wills (1 Corinthians 12:4-11).

The Scriptures:

We believe the Bible is the verbally inspired word of God, without error and infallible in the original manuscripts. We believe the Bible is the final authority in faith and life (2 Timothy 3:15-17; 2 Peter 1:20; Psalm 19:7-9).

The Condition of Man:

We believe that man was created in the image and likeness of God, in innocence and without sin. In Adam's sin humanity fell, inherited a sinful nature, became spiritually dead and was alienated from God. We believe that, within himself, man is incapable of redeeming himself from his lost and depraved condition (Genesis 1:26, 3:1-24; Romans 3:10-18, 5:12; Ephesians 2:1-3).

The Work of Christ:

We believe that God's eternal Son, Jesus Christ, became man, without ceasing to be God, in order to reveal God and redeem sinful man. We believe Christ voluntarily offered Himself as our sacrificial substitute on the cross, satisfying God's righteous judgment against sin. We believe God's only provision for our sin is Christ's death on our behalf, through which God reconciles us to Himself (John 14:6; Acts 4:12; 2 Corinthians 5:21).

Salvation:

We believe that salvation from the penalty of sin is a gift of God's grace, cannot be gained by any work, and is provided on the single ground of trust in God's work on the cross. All who trust Christ in this way are forgiven of their sins and born into God's family by the regenerating work of the Holy Spirit (John 3:16-19; Romans 3:23, 5:1-9; Ephesians 2:8-9; Titus 3:5).

The Church:

We believe that the church, called in Scripture the "Body of Christ", is a spiritual organism and that every true believer is a member of His Body. We also believe that Scripture affirms the establishment and continuation of local churches, groups of Christian believers called together for worship, instruction, fellowship and service (Ephesians 1:22-23; 1 Corinthians 12:13; Acts 2:42, 13:1).

Eternal State:

We believe that at the moment of death, the souls of all who trust in Christ for salvation immediately enter Christ's presence, awaiting the resurrection of life. We believe that at death, the souls of all who do not trust Christ for salvation immediately enter into a conscious separation from God, awaiting the resurrection of condemnation, the eternal consequence of unbelief (Luke 16:19-26; 2 Corinthians 5:8; Philippians 1:23; 2 Thessalonians 1:7-9; Revelation 20:11-15).

8. Can I still have an internship if I don't agree with BICF theology?

We require all interns to have the basic beliefs outlined above. BICF is a non-denominational church comprises of congregations that come from different denominations background, we therefore ask that you respect the different denomination values during your internship with us.

9. What are the standards that intern must abide by?

During the internship, interns are expected to observe the BICF office and dress code policy, and to sign the BICF Intern commitments and character guidelines as listed in Appendix 1.

10. Applications and Time Line

- **When can I apply?**
The BICF Internship program is open throughout the year. However, we have limited internship positions each year. Once the positions have been taken up, we will close the internship intake.
- **How long does the process take?**
 - (a) The application process takes approximately 2 ½ months to complete.
 - (b) The review process will begin upon receiving your applications. Generally, the review process may take about 1 month. Applications will be reviewed by Community Administration Director and/or Ministry Leaders. Pastoral Internship applications will be reviewed by Church Leader, Pastor of Operations and/or Mentoring Pastor.
 - (c) After the review process, you will be notified if your application has been accepted. If you have not received any notification, please feel free to contact us.
 - (d) You will have at least 2 interviews in the next 1 month. The 1st interview will be with the Community Administration Director and/or Ministry Leaders. The 2nd interview will be with the Community Administration Director and/or Pastor of Operations. For Pastoral Internship, all the interviews will be with the Church Leader, Pastor of Operations and Mentoring Pastor. If you are overseas, the interviews will be conducted via phone call or other means.
 - (e) After the 2nd interview, we will notify you within 2 weeks if your internship is approved.
- **How will I be notified of the process?**
You will be notified via Email that:
 - (a) Your application has been received.
 - (b) Your application has been accepted and that your 1st interview is set.
 - (c) Your 1st interview is successful and that your 2nd interview is set.
 - (d) Your internship is approved or not.

At any point in the process, if you have not received any notification beyond the above mention time frame, please feel free to contact us.

- **How do I apply?**
 - (a) The Internship Application Form is available on the BICF website at www.bicf.org. Go to About BICF – Internship Program.
 - (b) Read through the instructions and complete the form. Type your answer in the form or if you prefer to hand write, please scan the form to PDF or JPEG format. Email applications to administrator@bicf.org.

QUESTIONS & INQUIRIES

If the BICF Internship sounds of interest to you, please do not hesitate to contact us.

For further questions, email internship.21st@bicf.org

For phone inquiries, please call the BICF office at:

(011)+86-10-84543468 (Beijing time between 9:00AM to 5:30pm, Tuesday through Friday)

APPENDIX 1

BICF INTERN COMMITMENTS

All BICF intern shall pledge to:

1. Be the official voice of the BICF. The BICF intern shall encourage and promote unity among the BICF members. The BICF intern shall not speak ill of the fellowship, rather to seek to pray and to the best of knowledge and effort to clarify the areas of disagreement.
2. **Recruit.** The BICF intern shall recruit and disciple his or her team members to a vision and to sharpen his or her volunteers recruiting skill.
3. **Train.** To assist the coordinators in developing effective training for their respective area of work and ministry.
4. **Pray.** The BICF intern shall pray regularly for his or her team leaders and members by name.
5. **Participation.** The BICF intern shall participate in staff/church planning meetings, conferences, major events as encouraged by Team/Ministry/Church Leaders.
6. **Tithing/Offering.** The BICF intern shall be a willing and cheerful giver. The BICF intern shall practice his or her faithfulness in giving by tithing to the BICF. The BICF intern shall also be encouraged to give offering to missions and other needs above his or her tithe.

BICF INTERN CHARACTER GUIDELINES

1. I am willing to be held accountable to what God has called me to be as a Christian representing the King of Kings with my life.
2. I am open to being disciplined and mentored so that my life and heart will constantly be renewed to my first love.
3. I will give respect to those whom God has placed in authority over me according to Hebrews 13:17
4. I have read and agree to the Vision and Core Values of the ministry of BICF and will represent our fellowship in ways that will please God.
5. I am open to and I welcome biblical evaluation and will submit to pastoral correction to insure my growing in Christ.
6. I will keep myself sexually pure according to God's Word for the sake of the Kingdom and the ministry. I will be wise in all my relationships and steer away from even the appearance of evil.
7. I understand the "deeds of the flesh" and choose God's ways rather than the world's ways. I will not be known for any of the following: Sexual immorality, impure thoughts, eagerness for lustful pleasure, idolatry, participation in demonic activities, hostility, quarreling, jealousy, outbursts of anger, selfish ambition, divisions, the feeling that everyone is wrong except those in your little group, envy, drunkenness, wild parties, and other kinds of sin. (Gal. 5:19-21)