



## INTERN INFORMATION PACKET

### PART 1: ABOUT THE INTERNSHIP

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### INTRODUCTORY LETTER:

Dear Prospective Intern,

Thank-you for your interest in interning with us!

Interns must be committed followers of Jesus Christ, servant-hearted, flexible, able to communicate in English, and at least 18 years old (healthy older saints are welcome too, not just the young!). At this time, Internships with Onthatile are only available to single females. There are other internship possibilities for males in the area, please contact us for details. Though much of this Information Packet is geared towards American readers, qualified interns are welcome from around the globe. Prospective interns must fill out an application and provide a recommendation from their pastor (younger interns must also have consent from their parents). Interns must cover their own plane fare (a roundtrip ticket to South Africa from the USA should cost between \$1,000 and \$2,000) and ministry support costs (a minimum of \$20 per day).

Most of an Intern's ministry is in our baby home itself - helping us care for orphaned and abandoned babies and run the Home. This work is very similar to that of working in a Day Care. Interns will also help with various other aspects of Onthatile Children's Ministries and are expected to be actively involved in the life of the local church while they are with us.

We would like to have a steady stream of interns serving at Onthatile Children's Ministries (at least 1, but preferably 2 at a time). We run these internships for two major reasons: (1) they help us keep down the costs of running our ministry while also keeping our baby to caretaker ratio low and our standards of care high. That's a huge service to our ministry! Interns are also a help to us in other ministries and bring an enthusiasm with them that is a blessing to us. (2) We believe these internships have the potential to be genuinely life-changing and fondly memorable for those who intern with us.

Before sending in an application to intern with us, please read parts 1 and 2 of this Information Packet carefully (Part 3 is about South Africa. It is non-essential information that you can read later). We want you to know what you're considering so you can make an informed decision. To be frank, we have high expectations of interns, and we only want you to come if you are eager to really "dive in" and take hold of this opportunity with both hands. Please weigh this decision carefully, prayerfully, and with the counsel of godly, wise people who know you well.

Please don't hesitate to contact us through our contact page with any questions you may have. We're excited to see what God has in store!

In Him,

Joel and Rachel Kirby  
Onthatile Children's Ministry



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### About Onthatile Children's Ministries:



Onthatile Children's Ministries is a non-profit organization that rescues abandoned babies in Johannesburg, South Africa. We provide a safe haven for these children until they can be placed in forever families. Onthatile was founded in 2012 and we took our first baby the end of that year. It is our goal to provide a safe and nurturing environment for the babies placed in our care. Ultimately we pray each of these little lives hear the gospel and believe in Christ for their salvation.

Since 2012 we have had 12 children in our home and have facilitated 14 adoption/foster placements. We have plans for growth to increase the number of children our ministry can serve at one time, including building more homes on our property and building a school. Having

intern help frees up the time of our directors and staff to focus on the strategy and growth of the ministry.

### Purpose of the Internship Program

As an intern, your primary purpose is to serve the Lord by serving in the baby home, providing care to the children living in our ministry. We expect you to be fully engaged with the responsibilities involved daily in each shift. We will ask you to participate in day to day activities and service outside of the baby home itself and expect you to joyfully perform tasks as they are assigned. Onthatile Children's Ministries is led by Joel and Rachel Kirby who may ask that you serve in a number of different capacities during your time with us.

### Serving in Onthatile Children's Ministries:

Interns are assigned shifts totaling around 40 hours a week in Onthatile Baby Home. The Internship is a full-time job! Interns are also expected to be fully involved in the life of the local church, including active participation in a small group.

Caregivers rotate shifts at Onthatile Children's Ministries. They are on shift 4-5 days per week, working 8.5 hour shifts. Interns come alongside the Caregivers and help with caring for babies and the overall keeping of the Home. Volunteers also help out in various ways. Interns allow us to provide individual attention to the babies and lower the caregiver to baby ratio.

While "on the clock" interns will help change nappies (diapers), bath babies, rock/ hold/ play with babies, change and wash bedding and clothing, mix bottles, feed babies, keep the home clean and disinfected, in addition to other tasks required to successfully run the home. A daily schedule and routine will be kept for the babies. Some of our babies need special care and this will be provided under the direction of our lead caregivers or directors.



We believe faithful church attendance is crucial to Christian life and growth. However, this type of ministry requires care 24 hours a day, 7 days of week. Because of this, you may be asked to stay home on a Sunday in order to care for the children. Depending the number of staff at the time, this generally happens no more than once per month. You will not be required to regularly miss church, as there will



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be a rotation within the schedule. When someone stays home with the little babies (or the older ones if they are sick) it allows for the rest of the staff to focus on worship. If you miss church in the morning, we generally try to schedule so you can attend the evening service.

### Other ministry Onthatile interns may be involved with:

All interns should expect to serve in Onthatile and other ministries in addition to serving in the baby home. The ministries we ask interns to be involved with during their time of service will vary, but the following examples will give you some idea of additional ministry opportunities you may participate in:

Helping Organize Donations: Our ministry often receives donations and time is required to sort through the donations to determine what we will use and what can be passed on to bless other families and ministries in the area. You may help with the sorting and organization of these supplies and the distribution of these items.



Helping with Onthatile events: We may ask for your help in aspects of preparing and/or running a wide variety of events: Ministry events, luncheons, picnics in the park, conferences/camps, Holiday Bible Clubs (VBS), etc.

Baby-sitting or helping with housework: There are times when baby-sitting or helping with housework would be a huge blessing to members of the Onthatile team. At Onthatile, we live as a family so we expect everyone to participate in both preparation and clean up when you are eating with us, even if you aren't on shift.

Helping with office work: No explanation needed! It may not be exciting, but this is a big help to us!

Helping with short-term Missions teams: We aim to host 1-2 short-term missions teams a year. Besides the possibility of joining with them in their ministry (most likely with the sort of things listed above), we may ask for your help in meal preparation and/or other aspects of actually hosting the short-term teams.

Whatever the particular mix of these opportunities (and potentially others not listed) we ask you to be involved with, interns will need to be flexible and servant hearted! We will aim for a mix of opportunities that includes:



- Opportunities for service (varied types of service, if possible)
- Opportunities for evangelism
- Opportunities to see and experience several of the very different contexts and cultures within South Africa, and to fellowship with believers in those contexts and cultures

### Living life with a Church Family:

We hope you walk away from your season interning with us with a greater love for the local church, a greater appreciation for the bond that exists between genuine believers no matter how different they are, and a greater faith in what God accomplishes through His body living life together (fellowship is a “means of grace” that we need to recognize as such and pursue!). Churches in our area consist of multiple cultures, with some believers from backgrounds that probably could not be more different to your own. You will have the opportunity to spend time in fellowship with church members. That’s part of the internship! It will stretch you, but you will taste and see the beauty of what God does in and through the church as you persevere with it. As you do, numerous informal ministry opportunities will come up (both for you towards others, and for others towards you) - to





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encourage, give counsel, gently address a sinful attitude, etc. - the sort of “one-anothering” ministry we should all be about as we live life together with our brothers and sisters in the local church.

### **Internship Assignments:**

Assignments while here are an important part of personal spiritual growth and will include:

Involvement in church life and ministry: While interning with Onthatile, as your schedule allows you will be required to attend Sunday morning church service and Bible Hour (Sunday School), Sunday evening service, Wednesday evening small group, Thursday evening Bible Study at the local university (unless they are on holiday), and the once a month theology course at our church. There will be other optional studies or groups to get involved in as well. The reading and study associated with any of these activities will also be expected.

Sharing your testimony: Your first opportunity to do this will be in your application. Besides telling us of how you came to Christian faith, we'd like you to share of at least one specific season of life in which God used specific truths/ realizations/ experiences/ people to grow you in specific ways. God is at work in our lives! A huge part of fellowship is learning how to identify signs of His grace at work - so you can encourage people not only with what God is teaching you, but also to how He is using them in your life to do so. You will be encouraged the more you take note of this too!

We will ask you to share your testimony at least once, and quite possibly several times! We would love for you to grow (more) comfortable and adept at sharing with others what God has done for you, not only to encourage them but also to put God on display, to His glory.

Reading: Another important aspect of Christian growth is learning how to apply Scripture, and the truths of the gospel especially, to your life. Learning how to help others do the same is a huge part of growing in effective fellowship - in helping your brothers and sisters in Christ. You will be asked to read your Bible and pray daily. You will also be given a few other short reading assignments. You will not need to buy any of the books - we provide you with the books we are asking you to read. The number of books you are required to read will depend on your length of time here.

### Intern Book List:

Just Do Something - by Kevin DeYoung  
The Treasure Principle - by Randy Alcorn  
Don't Waste Your Life - by John Piper  
7 Secrets of Success in the Workplace - by H. David Schuringa  
Resolving Everyday Conflict - by Ken Sande  
9 Marks of a Healthy Church - by Mark Dever  
Taking God at His Word - by Kevin DeYoung  
The Bible - by Scott Petty  
God Wrote a Book - by James McDonald  
More than a Carpenter - by Josh McDowell  
Lest You Fall - by Rand Hummel  
Crazy Love - by Francis Chan  
Baby Wise - by Gary Ezzo  
The Insanity of God - by Nic Ripkin  
Kisses from Katie - by Katie Davis  
Adoption and Orphan Care - by Russell D. Moore  
Choosing to SEE - by Mary Beth Chapman

Written Assignments: You will have written assignments as a follow up on your reading assignments.



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These assignments will be brief and aimed at a practical understanding and outworking of material.



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Sharing what you've learned from Scripture: You may be asked to share informally what you are learning during personal Bible Study emphasizing practical application (what you've taken from a passage and applied/are seeking to apply). This will generally be with Onthatile staff and other interns, but may be with others too.

Share how God has been at work in your life during your time with us: At the end of your internship we will ask you to reflect back on your stay. God will have been at work in your life during your time in South Africa. He may have challenged you to change in some areas. He may have humbled you as you saw more selfishness in your heart than you would have previously believed. He may have encouraged you as you saw the perseverance in the lives of new friends. He may have reminded you of the beauty of some truth you had begun to forget, He may have grown your faith in a particular area. He may have taught you something altogether new, or He may have done some combination of these things and more. We'd like you to identify some of what He has been doing in your life and share with us how He has been doing so.

Write a reflection on your time as an intern: Another way to reflect back on what God has done and to develop your ability to communicate that to others for their edification and God's glory. This may be something used on our website and may be used to recruit future interns.

### Length of Internship:

We accept interns for a minimum of one month, but our preference is for an intern to be able to stay two months or longer. If that is not possible for you, we will work with your schedule as we are able.

### Intern Housing:

Interns live in a flat (apartment) on the Onthatile Children's Ministry property. Our short term interns and staff stay in these flats. The buildings include two bedrooms and two bathrooms and have a total of five beds. One flat has a small kitchenette. Interns will also have access to use the family kitchen and living area. A washing machine is available for interns to use. There is also wireless internet access in the living accommodations. We recognize that your flat is your living space and your privacy will be respected. However, we expect your area to be kept tidy and beds to be made daily as we frequently have visitors on the property who are interested in tours.



### Transportation:

Interns will not have a car to use while they are here. They will most often get around by receiving rides from Onthatile Children's Ministry staff. Walking and use of public transport will be limited and only allowed at the discretion of the Onthatile leadership, out of a concern for safety. Interns are never to leave the property alone or without making the leadership aware of your plans. If you have a driver's license, we would like you to get an international driver's license (available from the DMV or your local AAA Office for about \$15-\$30) so you can drive here if necessary. It may never be used but is wise to have as an option. Keep in mind that most cars in South Africa are generally manual/stick shift, the steering wheel is on the other side of the vehicle, and you drive on the opposite side of the road. While we don't require that you know/learn how to drive manual/stick shift, it would not be a bad idea to learn how to do so before you come if you have the opportunity.

### Food:

The cost of food is included in the daily fee. Breakfast and lunch are generally prepared and eaten on your own, using food that is provided. Meals are generally prepared by Americans, therefore food eaten



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at home is typically familiar. Please remember that even though you are paying for food, we still have lots of mouths to feed and a budget to keep, so our meals will be filling but not extravagant.

At times, interns may eat out at restaurants or in the homes of church members. Some meals will include South African foods which are unfamiliar, but most of the time there will be a choice about whether or not to try "very unusual foods" (like fried chicken feet or dried caterpillars)! There is a section on South African food in Part 3 of this Information Packet.

The use of alcohol, cigarettes, or any other mood-altering substance is strictly prohibited while serving with Onthatile. This includes both on our property and off our property for the duration of your ministry with us. If you are offered any of these substances, politely decline and inform the Onthatile staff if you feel there is an issue.



### Communication:

Interns will have access to e-mail, Facebook, Twitter, etc. through the wireless internet while on the property. We recommend that you download the application "WhatsApp" prior to arriving in South Africa if you have a smart phone that you plan on bringing. This app is generally used for communication between staff members and requires registration confirmation which cannot be done once you arrive. Even if your phone provider indicates you have an international plan, please make provisions for it not to work when you arrive. Very few interns have had success with international plans working.

For making or receiving international calls, it is cheapest to use Skype or a similar internet phone services. However, since our internet is not particularly fast and South African internet service can be very up and down, you should not be surprised if Skype does not work smoothly. If Skype is not working well on certain days, switching from video chat to audio-only will often result in a smoother call.

Interns will have a cell phone to use while they are away from the house and will be given up to R100 of "air-time" per month to use on phone calls and text messages within South Africa. Interns are responsible for any additional air-time they would like to purchase. If you have a phone that is "unlocked" you also have the option of buying a SIM card here and getting a South African phone number. It costs around \$20-\$30 for 1-2 months' worth of data and phone minutes, depending on your usage. If you opt to use your own device, you will be responsible for any costs.

Interns may have mail sent to the Kirby's PO Box (however recognize that the time to mail can be significantly longer than you are used to, the cost can be great, and there is a **strong** possibility it may never arrive). The address will be made available once your participation is confirmed.

### Internship Costs:

Interns will need to purchase a roundtrip plane ticket to Johannesburg, South Africa. Tickets will vary in cost depending on city of departure, time of year, and how far in advance the ticket is purchased. The most expensive times of year to fly are generally around the biggest school holidays. Roundtrip tickets from the USA should be in the vicinity of \$1,000 - \$2,000 each. Be sure to sign up for airline reward programs as you will be accumulating significant miles on this trip!



Interns will also need to raise money to cover costs while serving with us. There is a daily fee (explained below) of \$20 per day. You will need to raise enough to cover monthly expenses with Onthatile (approx. \$750 per month) plus money to cover extra activities or personal needs (approx. \$50 per month depending on your spending habits). The money in addition to your daily fee should be maintained in



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your personal U.S. bank account to be used while in South Africa. We suggest that interns also have a plan to cover any unexpected expenses that may come up.

A breakdown of the money raised for support: the daily fee will cover rent, food, transportation by Onthatile staff, utilities, cleaning supplies, cell phone air-time, and internet. Please note that the daily fee interns pay goes towards helping cover the costs of running the ministry - it is not additional income in anyone's pocket! It's a huge blessing to have this help in covering the ministry's expenses. The extra money raised is for interns to spend on their personal groceries, toiletries, additional cell phone air-time, hospitality, and "extras" like souvenirs, tourism, clothing, eating out, and entertainment.

**The amount to cover your daily intern fee (\$20 per day) must be sent to the ministry account of Joel and Rachel Kirby before you arrive in South Africa,** a link is available [here](#). This amount is expected to be paid in full prior to your arrival if you are staying two months or less. If you are staying longer, monthly arrangements can be made.

### Spending Money:

You should bring a debit or credit card with you, however fees may be high because it's an American card. If you have a card that doesn't charge international transaction fees, this would be best. To find out about your bank fees, you can generally look online or call your bank. Be sure to let your bank know your travel plans so you aren't stranded without access to your account! It is best to bring two cards, if possible, in case one is declined—this happens frequently! Make copies of your cards before you come or write down their contact phone numbers in case there is an issue. Leave a copy of this with someone at home as well.

We recommend bringing cash with you when you fly, but only \$50 - \$100, and preferably in smaller bills (\$20s and \$10s). This would only be used for emergencies during travel as exchanging cash in South Africa is expensive and inconvenient.

Please also keep in mind that money can be a sensitive subject and we ask that it not be discussed with other staff or interns due to the different backgrounds we each come from. Referring to something as "cheap" or "inexpensive" when it is just a few dollars can be damaging as many people in South Africa may not even make that much money after a full day of hard work.

### Extra Activities:



Interns are responsible for paying for any activities that occur outside of Onthatile Children's Ministries. If the ministry is paying for something, that will be made clear. If expenses are not discussed prior to an event, it would be correct to assume you are responsible for paying for it yourself. There are many activities in the surrounding area, budgeting \$50-\$100 per month dollars for local activities would be wise.

Some of the local activities we try to share with you include: [The Lion Park](#), [Pilanesburg National Park](#) (Game Reserve), [Carnivore](#) (a restaurant), [Soweto and the Apartheid Museum](#), and [the Gold Reef City Mine Tour](#). Ability to visit each of these and more is dependent on your time here, your own personal preferences, staff availability, and for some—time of year.



Interns are also responsible for paying for any personal needs as they arise. Extra toiletries, extra snacks, or other items the intern wishes to purchase are to be purchased using their own funds. When trying to determine the amount of money needed for different items, it is safe to assume you will spend slightly more than what you would spend in the States.



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### HIV Health Risks:

If interns follow simple precautions - standard in most nurseries, childcare facilities, and schools - they are at minimal to no risk. Baby care involves dealing with body substances. It should be noted however that, according to medical experts, there are no records of HIV having been transmitted via feces, urine, mucus, or saliva. Even when blood is involved, the HIV virus dies once exposed to the air - the risks of transmission occur when fresh blood inter-mixes between two open wounds, as a result of sexual relations with an infected person, or sharing a needle with an infected person. The risks of transmission while working at Onthatile are low if Interns follow the guidelines and safety precautions we have in place. Interns are encouraged to wear gloves when changing babies, and whenever a baby is bleeding interns are required to wear gloves as a precaution.

### Safety in South Africa:

The crime rate in South Africa is high. Please see "Crime Concerns" in Part 2 of this Information Packet.

### Packing (what to bring):

Clothing: Please bring clothes suited to the weather at the time of year you will be here (please see the Climate section of Part 3 for more information about this). Our church services are not very formal and you won't need particularly "dressy" clothes, however you will want to wear a skirt or nice slacks and a blouse or a dress to church. You will need clothes and tennis shoes you don't mind getting dirty. Please remember that you are a representation of Christ and our ministry with your dress. We expect interns to dress neatly and with modesty. There are no special cultural issues to keep in mind with clothing - whatever you would wear in the US will work here too. If you will be here in the Spring or Summer, it's a good idea to have a waterproof windbreaker with a hood.



Toiletries: Shampoo, deodorant, make-up, facewash, feminine products, etc. can all be bought when you get here. The same is true of bug spray and sun screen. That said, you may prefer to bring some of these things with you. If you have a specific brand or item that you like, it is better just to bring it. Though feminine hygiene products are available here, they are expensive - you may want to bring your own if you are only going to be here for a few months or less.

Medication: If you have specific medicine you take, it is a good idea to bring it with you for the entire duration of your stay. Medication is available here, but it isn't always labeled the same and can be difficult to find. If you have a particular cold/flu/pain medicine that you like to take, it would be wise to bring it with you as well.

Technology/Entertainment: Please bring a laptop/tablet if you have one. It's a good idea to download music, sermons, and videos before you come if you would like access to that media while you are here (it takes FOREVER to download things here!). You will probably want to bring a camera with you. Please note that no photos of the babies' faces are allowed to be posted publically. You may also spend a day in a game reserve, so if you can bring binoculars, please do! It's a good idea to bring a few books to read. We have lots of books you can borrow as well - you can e-mail us and ask if we have any of the books you are considering bringing so you know what you can borrow from us and what you should bring with you.

Extras for Onthatile: If you have available space when you've packed all you'll need, please consider bringing some supplies over for Onthatile Ministries and Staff - there are almost always a few things we would appreciate someone from the USA bringing over for us. If you are open to this (you don't have to be!), please e-mail and let us know. You would be reimbursed for any costs associated with items you bring for Onthatile.



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### Packing (what not to bring):

Items provided: Towels, bedding, one pillow, and a hairdryer (Please don't bring your own! Since South Africa uses a different voltage than the USA, you are likely to fry yours if you try using it here).

Other items not to bring: Please do not bring anything destructive (weapons, fireworks, etc.) or anything that would not be honoring to Christ (this would include clothing, music, movies, games, etc.). Please remember that the purpose of your internship is to honor and serve Christ through the ministry of Onthatile. Keep that in mind as you are selecting music, movies, or any form of media to bring with you. We aim to provide a safe environment for our babies, staff, and visitors. This includes the media we allow in our home. Please use discretion and wisdom in what you bring with you. If you feel it is questionable, leave it at home or ask.

### Steps to become an intern with Onthatile:

1. Read this packet, pray, seek counsel, and decide if this opportunity is right for you.
2. Complete our application, send in required references, and complete our background check process. We may want to dialogue back and forth with you, your parents, or your pastor, so please apply far enough in advance to allow for this.
3. Set up time to skype with us for an "interview" for us to meet you and learn more about you. This is a great time for you to get a feel for us and our ministry. We want this to be a good fit on both sides!
4. You will need to raise support to cover living costs and your plane tickets.
5. You will need a current passport with at least 2 empty pages back to back (required by South African customs).
6. You must have health insurance that will cover you while you are here (at least a hospital/major medical plan). If you already have health insurance, please make sure that it will cover you for the full length of your internship. We will not allow you to come unless you have this in place! ([www.squaremouth.com](http://www.squaremouth.com) is a good resource if you don't already have insurance)
7. We would recommend that you follow your doctor's instructions regarding immunizations. Travelers to South Africa are often encouraged to take Malaria medication, but Johannesburg is several hours away from an area in which malaria is a threat, so this is up to you and your doctor's discretion. If you are planning to travel outside of the Johannesburg area, please consult your doctor regarding malaria recommendations as they may be necessary. If you are only planning to be in South Africa and have not recently been to an area with Yellow Fever, you are not required to have the Yellow Fever vaccination to enter the country. If you have any questions about specific medical concerns, please don't hesitate to ask.
8. If you will intern with us for longer than 90 days, you will also need a volunteer visa. Information about this process is available by visiting the [South African Consulate's website](#) for your specific region.
9. Purchase your plane tickets, pack your bags, board your flight, and fly to South Africa to begin an adventure that will change your life!