



Episcopal Diocese of Texas Bayou City Service Corps 2014-2015 Host Site Information

Bayou City Office:
Episcopal Diocese of Texas
1225 Texas Ave
Houston, TX 77002

Managing Directors:
The Ven. Russ Oechsel
Nikki Blount

Dear Prospective Placement,

Thank you for your interest in Bayou City Service Corps! Our 2014 Fellows will come from across the country to serve in a wide range of capacities in many nonprofit organizations and ministries—engaging in direct service, advocacy, and community organizing. Our application is designed to help us understand your organizational mission, values, physical and social environment, leadership structures, financial priorities, and the specific role that you envision for a Bayou City fellow. Through the application process we hope to gather a well-rounded picture of your organization.

Please respond to all questions in the body of the application. Application materials must be typed in Microsoft Word. You may enclose current informational materials for your organization such as newsletters, brochures, and/or annual reports. Please note that these materials are welcome in addition to, but not in place of, the written application.

After reviewing your application, we may ask for a site visit to see the physical location and to meet the potential supervisor for a fellow. Please be in touch with the managing director if you have any questions.

Thank you!

Bayou City Service Corps
2014-2015 Request for Proposals (RFP)
For Partner Organizations
Application Deadline: March 3, 2014

PROGRAM OVERVIEW

Overview of the program

Bayou City Service Corps is a yearlong fellowship project that matches young leaders (18-32 years of age) with mission-based non-profit organizations and churches throughout Houston, TX, and then trains these fellows through diverse spiritual practices, shared leadership models, and community organizing tools.

During their year with Bayou City Service Corps, fellows: work for social justice, grow as leaders, and live in community with other fellows. Fellows will serve from August 11, 2014 until July 10, 2015. Bayou City Service Corps is strategic initiative of The Episcopal Diocese of Texas.

About the fellows

During the 2014-2015 year, Bayou City Service Corps will host 6-8 fellows. These fellows will be selected from a pool of applicants who range in age from 18 to 32, and come from a diverse range of racial, economic, geographic, and religious backgrounds. Each fellow has demonstrated a deep commitment to working for social justice and a commitment to spiritual growth. They are willing to work in challenging settings, committed to positive community change, and emotionally mature.

Site Placements

Each fellow is placed in a host site organization where they work for 40 hours a week during their eleven months. Fellowship sites are selected based on their organizational culture (commitment to social change and/or missional ministry and a commitment to be a learning organization), a clear and engaging job description, their potential for being a positive learning environment for fellows, and their organizational and financial capacity to support a fellow.

Leadership Training and Spiritual Formation

All fellows will participate in a leadership training and spiritual formation program. During this time they will learn and practice skills that will both deepen their faith and prepare them for life-long work for justice in their communities. The training will include skill development in servant leadership, community organizing, and basic professional skills such as time management and organizational systems. The formal training will build on their learning and formation in intentional community, their individual spiritual practices and reflection, weekly reflection on their site work, and meeting regularly with an individual mentor.

Intentional Community

All fellows live in community, committing to eat, reflect, and pray together at least a few times each week. Throughout the year the fellows and project staff also enjoy a few retreats to strengthen community. During Bayou City's inaugural year, we plan to host 6 fellows in the Midtown neighborhood.

Financial Support for Fellows

Fellows are provided housing, health insurance, a monthly transportation pass, training opportunities, and a living stipend (for food and other basic living expenses). All of these benefits are disbursed by the Episcopal Diocese of Texas.

Site Placement Financial Support

Bayou City Service Corps seeks to engage in a partnership of mutuality with partner organizations. In this partnership, Bayou City provides a fellow for 40 hours per week throughout the 11-month term, and the partner organization commits to paying a host fee, or "cash match." We believe this rate is very competitive, and we are committed to helping sites figure out how to pay this fee.

Contact Information

For more information about Bayou City Service Corps or with questions regarding the host site application, please contact Nikki Blount, Managing Director at:

Email: bcsc@epicenter.org

Phone: 919.946.9760

BENEFITS OF PARTNERING WITH BAYOU CITY SERVICE CORPS

Bayou City Service Corps helps maximize the potential and decrease the risk of hiring someone early in their career by providing professional leadership training, a support network, and additional mentorship. We consider it an affordable and supportive way to add a new position to the staff of a community non-profit organization, and hope that our site partners will experience the following benefits:

Recruitment of Emerging Leaders

Young Adult Service fellowships attract talented young leaders who have a passion for justice, both recent high school graduates and more experienced college graduates and young adults, with a particular emphasis on people who are looking to long-term careers in community organizing, ministry, education, or non-profit management.

Training, Coaching, and Formation

Bayou City fellows add value to their placement organizations by undergoing a year of community building and training with other fellows. The training focuses in the areas of community organizing, public narrative, servant leadership, and other professional skills necessary to succeed in ministry and the non-profit sector.

Fellows participate in interactive and practical trainings led by experienced organizers, pastors, and social change leaders, centered on skills ranging from recruiting leaders and launching campaigns to facilitating meetings and learning how to articulate one's own call to leadership through the power of narrative (public narrative). Trainings are designed to be relevant to a range of organizational settings, and more information about our curriculum is available upon request.

Additionally, Bayou City provides our fellows with regular, structured opportunities to reflect on their work and professional growth, to engage in best-practice sessions with other fellows, and to seek coaching from their peers.

Finally, the faith-based component of the program encourages fellows to connect their social justice work to their spirituality and participation in community. Fellows do not "wear their faith on their sleeve" in secular settings, but are willing to share this connection with others when asked.

Funding

Bayou City Service Corps is aware of the challenges of funding this kind of work, and responds to this need by subsidizing a significant portion of the cost of a fellow (see below under the "Cash Match" section).

What does Bayou City Service Corps Provide?

Bayou City Service Corps is committed to the success of each fellow and their host site. As our contribution to the partnership with the host site we provide:

- A full-time Fellow (40hrs/week) for eleven months (hired in partnership between the program and host site)
- Leadership training, regular retreats and weekly meetings for the fellow
- Orientation for the host site and fellow supervisor
- Occasional site visits to address host site needs and evaluate fellow's progress and project goals
- Administration of fellow benefits: personal stipend, shared grocery stipend, housing, health insurance, training opportunities, and monthly travel allowance
- Evaluation of the success of the site and the project

PROPOSAL GUIDELINE & INSTRUCTIONS

Criteria for Eligibility:

To be eligible, your organization must:

- Be a non-profit 501(c)3 organization, school, or government agency operating in Houston, TX
- Be operational for at least one year with at least one full-time staff member and the capacity to supervise a fellow

Host Site Requirements:

- A **clear vision** of the project you plan to implement and how the fellow can be most effectively utilized.
- An **engaging job description** – the position must be 40 hours per week, fill an organizational need, and support work for social justice. Work should be challenging and reasonable given the fellow’s skill set.
- **Supportive leadership** from staff and host site to ensure that the fellow is considered and treated as an integral part of the organization.
- **One designated site supervisor** who will provide, weekly supervision, adequate training, and support to the fellow, as well as **attend the Bayou City Service Corps orientation**.
- A **cash match** to contribute to the partnership between host sites and Bayou City Service Corps, which goes toward the cost of a Fellow’s stipend, housing, and health insurance. No additional compensation is required. This fee is dependent on the cost of hosting an intern and the annual budget of the organization.
- Adequate **workspace** for the Fellow
- **Assist with the site-matching process** by committing to interview the 6 potential fellows during orientation, and then submitting reflections to the Program Directors.
- **Time off** for required retreats and training (a complete schedule will be available at the beginning of the program year)

Program Timeline

- March 3, 2014 – Applications are due on or before 5pm
- April 1, 2014 – Host sites are selected and notified
- August 4, 2014 – Fellows begin Orientation and Training with Bayou City Service Corps; All fellows and Host Sites interview
- August 11, 2014 – Fellows begin service at host site organizations
- July 10, 2015 – Fellows’ last day of service at host site organizations

Cash Match

Each host site organization commits to invest in the partnership by providing a cash match. The match is used to cover a portion of the total cost of the Fellowship position (housing, training, travel, benefits, and living stipend) at your host site.

Although our total cost per fellow is about \$20,000, we are committed to helping subsidize this cost to host organizations. Each host site commits to pay up to \$15,000 for a full-time Fellow that will serve a minimum of 1,730 hours over their 11-month term of service.

Host Site Selection

All proposals are reviewed by reading committees that recommend host site organizations for funding. Final decisions are made by program directors. Key elements include:

- Organizational capacity to develop and manage the project and fellow
- Realistic objectives with measurable outcomes that align with Bayou City's mission
- Proper support, supervision, and training for the fellow during the year of service
- Strong element of project ownership
- Clear project vision (the project or campaign the fellow works on should build toward a measurable social justice goal)
- Clear connection between the host site and the mission of Bayou City Service Corps
- Clear, detailed job description for the fellow

We will recruit more sites than fellows, so it is not a guarantee that all approved sites will receive a fellow. Fellows will begin their eleven months of service during the third week of August.