



CALVARY

BIBLE COLLEGE & THEOLOGICAL SEMINARY
LOCAL TOUCH. GLOBAL REACH.

**Christian Ministry
Supervisor's
Handbook**

Why We Have a Christian Ministry Program

Here are Three Reasons:

1. Calvary requires that each student do Christian Ministry because it is required by the accrediting association to which Calvary belongs. The Association of Biblical Higher Education (ABHE) requires each student to be involved in Christian ministry in order to help them grow in their understanding of what Christian ministry is all about. Because it is required we also provide for an official permanent record of their Christian Ministry on their college transcript. It is essential that they complete all the program's requirements in order to graduate from Calvary Bible College.
2. We have this program because we believe that practical Christian ministry experiences are a necessary and crucial part of a student's training. By the student properly choosing their Christian Ministries, it gives them the opportunity to have a personal, God-directed training program. We encourage each student to seek the LORD and choose their Christian Ministries prayerfully and wisely. In doing this, it can give them experiences in several different fields of ministry that will better prepare them for a lifetime of service.
3. We have it because we believe it is how Jesus Christ trained His disciples. He not only taught the disciples, but He sent them out to serve. Jesus sent His disciples into the marketplace to put into practice what they had seen and been taught by Him. Following their practical ministry, they reported back to the LORD and He questioned them and answered their questions. By sending the disciples out into ministry He was discipling them and preparing them for their future ministries when He would no longer be physically with them. Therefore, we believe that the practical training received through their participation in the Christian Ministry program will be vital to their understanding of God's call upon their life and putting into practice what they are learning in the classroom.

Importance of a Supervisor in the Christian Ministry Program

Thank you for your willingness to be a Ministry Supervisor for the practical part of our students' training at Calvary. We see your role as a key element in the students' training for a life of fruitful service.

Many of our students will be in full time Christian Service after graduation and our prayer is that all of our students will serve the LORD in some capacity all their lives. Every student is important and every ministry is important, whether it is large or small in man's eyes, as all of God's work is important. Learning to be faithful in little things is very important in all areas of ministry (1 Corinthians 4:2; Luke 16:10).

We want you to understand that we believe that you play an important role in this Christian Ministry program. May God use you as His instrument to help those God has placed under you to grow and mature and become productive servants for Him.

Thoughts from Two Scriptures

2 Timothy 2:1-2 “You therefore, my son, be strong in the grace that is in Christ Jesus. The things which you have heard from me in the presence of many witnesses, entrust these to faithful men who will be able to teach others also.”

Philippians 2:19-22 “But I hope in the Lord Jesus to send Timothy to you shortly, so that I also may be encouraged when I learn of your condition. For I have no one else of kindred spirit who will genuinely be concerned for your welfare. For they all seek after their own interests, not those of Christ Jesus. But you know of his proven worth, that he served with me in the furtherance of the gospel like a child serving his father. “

In the first portion of Scripture we find that Paul charges Timothy to work with the faithful and teach them what he himself had been taught by Paul in front of many witnesses. The purpose is so that they will grow and continue the chain of discipleship by teaching others. This is true discipleship: working with faithful individuals so that they will be able to teach others. We desire that you as a supervisor participate with us in this discipleship process with our students.

Next Paul speaks of Timothy as a person who takes the natural care of those to whom he has been called to minister. Every person in ministry needs to have this attitude for ministry and for the people to whom God has called them to minister. The saints and the lost need someone to genuinely care for their soul and spiritual well being, like a mother for her child. This spirit and attitude need to a part of our spiritual DNA. We pray that you will naturally care for the well being of the student or students that you have agreed to supervise. We also pray that our students will be like Timothy and have a genuine concern and take the natural care for those to whom they are responsible to minister.

Supervisor Please Remember:

As a supervisor, please remember that, when you are discipling a student, this is the LORD’s work, and that He will help you know how to accomplish it.

Every one of Jesus’ disciples needed special training and help. Time and time again the disciples failed, and time and time again Jesus patiently instructed them. A few times He rebuked them sternly, but for the most part He dealt with them in love, patience and longsuffering. Jesus is our example on how to treat those we are discipling.

Each student is a unique individual and on a different level of maturity so it is important that each student have someone who can personally assist them as they seek to learn their spiritual gifts and God’s calling upon their life.

Guidelines for Supervising the Students:

- Honor the student as a future servant of the LORD.
- Take the natural care of them.
- Take opportunities to get to know the student when possible.
- Seek to model and teach the student the truths and ways of God that you have been taught and/or have learned from others and by your walking with the LORD. Live and teach them what you know about serving the LORD and walking with Him. Let it be an informal and natural experience of mutual learning, not something that is forced.
- Assist them in ministry as the LORD leads.
- Seek to hold them accountable.
- Be clear as to what their responsibilities are in ministry.
- Be in prayer for them and their ministry.
- Seek to be an encourager.
- Speak the truth in LOVE when correcting them.
- Supply the student with what they need to do the ministry.
- **Evaluate the student:** We ask that you fill out a Supervisor Evaluation form for the student you are supervising. The Evaluation is designed to help the student and Calvary know the strengths and weaknesses of the student in different areas of ministry. The goal is to help the student develop a better understanding of their spiritual gifts and the abilities that God has given him/her and how they can continue to improve in serving Him. The form is very helpful to us when we meet with the students for a Debriefing Interview. At the interview the director goes over their Supervisor Evaluation form with the student and it is a very useful tool in knowing how to assist them. This interview takes place during the last half of each semester.

Each student is responsible to see that you as their supervisor receive this form, and they are also responsible to see that it is returned to the Christian Ministry Office. They need to convey to you when they need to have it completed so that they can bring it with them for their Debriefing Interview with the Christian Ministry Director. Please remember that in order to give the students their final grade this form needs to be completed and returned to the Christian Ministry office.

Your evaluations should be as fair and as objective as possible. Use both positive and instructive comments to encourage and strengthen the student. Your feedback is irreplaceable when it comes to training the student in the real world of ministry.

We strongly recommend you share your evaluation with the student. Your evaluation, along with your comments and praises, can be an encouragement and a growing time for the student. It helps them to see themselves through someone else's eyes.

What is the student’s responsibility to the church or organization?

- The student will have his/her ministry approved by their Academic Advisor or the Christian Ministry Director.
- The student will sign the following ministry covenant when doing a Christian Ministry each semester.

Ministry Covenant

I want to glorify Christ. Therefore, **I accept full responsibility** for satisfying all the requirements for my Christian Ministry. I will seek to be consistent in my daily devotions, prepare adequately, attend faithfully, and submit all paperwork on time. I further promise to seek to learn what my ministry supervisor expects of me, and I will always seek to notify him/her when I am not able to attend.

- The student is to be adequately and prayerfully prepared to minister when they arrive at their ministry.
- The student is to attend their ministry faithfully and joyfully every week.
- The student is to attend any required training sessions or organizational meetings.
- The student is to abide by the discipline policies of the church or organization.
- The student is to dress appropriately for the activities in which he/she is involved.

What is the student’s responsibility to the supervisor?

- The student is to find someone to supervise him in ministry.
- The student is to give his supervisor a packet of information at the beginning of the semester that will contain the Supervisor Evaluation and Supervisor Handbook.
- The student is to make sure that the Supervisor Evaluation makes it back to the Christian Ministry Office for their Debriefing Interview with the Christian Ministry Director.
- The student is to communicate with the supervisor and understand what is expected.

- The student is to have a teachable spirit, i.e., open to suggestions and correction.
- The student is to refrain from criticism of the supervisor or the ministry.
- The student is to bring any problems to the attention of his/her supervisor.
- The student is to notify his/her supervisor if he/she is ill or when any emergency arises.
- The student is to inform his/her supervisor of all college-allowed holidays when they will be absent from their ministry (see the chart below) and any other times when they will not be able to attend or continue in the ministry.

Student's Normal Holiday Dates	
Fall Break	October 18-19, 2012
Thanksgiving Break	November 21-23, 2012
Last Day of Fall Semester	December 19, 2012
Beginning of Spring Semester	January 15, 2013
Spring Break	March 15-25, 2013
Last Day of Spring Semester	May 15, 2013

General Information Concerning the Students' Christian Ministries

The student must choose a ministry that:

- Involves the student with **people**.
- Uses the student's Bible **education**.
- Has a **supervisor** to guide and evaluate him.
- Is tied to **one of three categories**: a local church or an organization, evangelism, or the student's academic major.
- Involves **2 hours per week for at least 12 weeks or a total of 24 hours**. For a summer ministry the requirement is 36 hour.

Calvary Students are Required to Satisfy Four Categories of Christian Ministry Experience.

Category #1: Church Search (1 semester) – New students are given their first semester to look for a church home. If they come from a local church, we do not expect or encourage them to change churches, but every semester we have several students who need to find a church home. If they visit your church, please make them feel welcome and as God lays it upon your heart, please pray that the LORD would lead them as they seek His will for a church home and a place of ministry.

Category #2: Evangelism (1 semester) – Students must be directly involved in sharing their faith. Some of the things you might have students do that would help them satisfy this requirement include, but are not limited to:

- Help with visitation (e.g., follow-up of absentees and visitors, door-to-door calling, street witnessing).
- Participate in a drama presentation of the gospel.
- Tell a story or lesson that ends with a gospel presentation.
- Share the gospel, an object lesson, or personal testimony with a group (e.g., CEF, youth group, Awana, rescue mission).

Category #3: Local Church or Organization (2 semesters) – Students meet this category by assisting a leader in ministry. You can help them by getting them to do any of the following:

- A teaching role (e.g., Sunday school, small group Bible study, CEF)
- Assisting a teacher
- Group leader (e.g., youth group, evangelism team, Good News Club)
- Visitation
- Chair a committee
- Spiritual mentoring (e.g., follow-up new Christians, train somebody one-on-one)
- Music accompaniment (e.g., singing or playing an instrument)
- Church planting

Category #4: Academic Major (4 semesters) – The last four semesters must include practical experience in the area of the student’s academic major. For example:

If their academic major is:

Their ministry may include:

Advanced Biblical Studies

Teaching the Bible, planting a church

Biblical Counseling

Counseling people about their problems or mentoring someone in the faith, internship, project

Children’s Ministry

Teaching children or directing a children’s ministry

Elementary/Secondary Education

Tutoring for one semester, teacher’s aide for two semesters, and one semester student teaching

Intercultural Studies

Working cross-culturally, church planting

Music	Singing or playing an instrument, teaching music, interning with a local church (one semester)
Pastoral Studies	Leading worship, teaching in Sunday school or small groups, preaching, pulpit supply, visitation, church planting, interning with a local church (one semester)
Professionally Directed Studies	Being involved in a ministry that relates to your major or minor
Theater Arts	Directing or being part of the cast and production crew of a show, play, scene, Chapel Theater, church theater; teaching Sunday School (storytelling); performing for a charitable organization
Worship Arts	Being involved in Calvary or church music groups
Youth Ministry	Bible study leader, camp counselor, youth leader, mentoring youth in the faith, interning in a church or camp (one semester)

If you have any question please feel free to contact our office at anytime.

How Do I Contact the Christian Ministry Office at Calvary?

Office Location	East Education Building, first floor, room 112
Office Hours	Tuesday-Thursday 7:30 a.m. – 12:30 p.m.
Phone #1:	816-322-0110, ext. 1343
Phone #2:	816-322-5152, ext. 1343
E-mail:	cmin@calvary.edu
Director:	Rev. Joe Everett