



# Servants Ministry

First Year Ministry Coordinator Handbook

Written by Brendan Jinnohara

August 2006





## Preface

It is of utmost importance for you to know that the following handbook is not simply a “how to” manual, nor is it meant for you to rely on man’s wisdom to create a “picture perfect” ministry. We pray that this handbook will first and foremost prompt you to seek the Lord and His will in your life and your fellowship. This is a reference tool to give encouragement as well as insight and to be helpful about the little things so that we can better focus on the bigger, more important vision that God has placed before us.

This handbook is the first of its kind; it only begins to offer experiences from a portion of Servants’ Ministry. We hope it will be an ongoing project with expanding contributions and testimonies of His goodness for years to come. Lastly, we pray that this would point to Him *“who is able to do immeasurably more than we ask or imagine, according to His power at work within us.”* (Eph. 3:20).

### ***I. Vision of Servants Ministry***

The body of Christ is still here on earth because the Kingdom harvest is still plentiful. Matthew 24:14 tells us that when the gospel is preached to the whole world, then the end will come. Accordingly, Servants Ministry exists

*To reach our campus and to touch the world for Jesus Christ.*

His great mandate for our life time is to win souls and make them into His disciples. The vision of Servants Ministry is three-fold:

#### **SOUL-WINNING**

First, we need to win more souls of this generation and the next one. Any nations and regions that live off only the past revivals become stagnant and decay quickly. We pray that God will use us to see more people become eternal sons and daughters of His.

#### **DISCIPLE-MAKING**

Second, we want to see more dedicated disciples of Christ. We hear and see of many crowds of Christians, but how many of them are willing to lay down their life or willing go overseas and into our inner-cities? May God raise more disciple-makers.



## CAMPUS REVIVAL

Third, our focus of this Kingdom work involves campus ministry. Students make crucial life decisions during their college years -- major, vocation, life-goals, life-long friendship, etc. We desire to introduce Christ at the core of their life-decision process. Without Jesus, we end up with nothing. With Jesus, we have eternity.

### ***FIVE SIGNS OF REVIVAL***

We can discern that God is doing something real and enduring when these fruits are manifested amongst His people:

1. Changed holy life
2. Obedience to the Word
3. Passionate worship to God
4. Joyful & powerful service to God
5. Love for and reaching out to the lost

## ***II. Living Set Apart***

It is important to recognize that people, methods, technologies, and organizations themselves do not and cannot really change this world. Only God can bring about His lasting spiritual changes to this world -- and He does so through ordinary people who are willing and available. Campus ministry is a training ground in which to fulfill the call of God as we engage in learning, developing our God-given gifts, and growing through various experiences. Will you say "Yes" to His call this day?

*"As for God, his way is perfect; the word of the Lord is flawless. He is a shield for all who take refuge in him. For who is God besides the Lord? And who is the Rock except our God? It is God who arms me with strength and makes my way perfect."*

*II Samuel 22:31-33*

What sets us apart from the rest of the world? Lately, many non-believers have been known to do good things by giving away their millions to the poor. Are we falling into the trap of busying our lives with things that appear to be right or good? The passage above tells us that if we will make God our refuge and live in utter dependence on Him rather than upon ourselves, we will be living the perfect way our Father has set before us. Will we actively believe Him and make Him our Rock, so that we can take part in ushering in His Glory?



# Table of Contents

- 1 Introduction ..... 3**
- 2 The Role of First Year Ministry Coordinator ..... 3**
  - 2.1 Purpose of Position ..... 3
  - 2.2 How Do You Fit Into the Fellowship? ..... 3
  - 2.3 Typical Roles ..... 4
  - 2.4 Filling the Position ..... 4
- 3 “What’s Your Name Again?” – Outreach ..... 4**
  - 3.1 Outreach Week ..... 4
  - 3.1 First Year Pow Wow / Showdown / Throwdown ..... 6
  - 3.2 “Do I Really Have to Do This Again?” – The Humpback Trip ..... 6
  - 3.3 Other Outreach Events ..... 6
- 4 FYSLC ..... 7**
  - 4.1 “What? Another Meeting?!” ..... 7
  - 4.2 Purpose of FYSLC ..... 7
- 5 When the Job Isn’t So Much Fun – Avoiding Burnout ..... 8**
- 6 The Most Important ~~Second Most Important~~ Fairly Important Part ..... 9**



# 1 Introduction

*'Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.'*

1 Peter 5:2 – 4

Hello and welcome to a new school year as the FYMC (First Year Ministry Coordinator)! Things will begin as soon as new students step foot on your campus. This job is crucial to setting things in order for first year ministry. There are a lot of things that need to be taken care of. Are you ready?

Hopefully this guide will give you a better feel for what needs to be done and will help you through the year. Of course, each year has its own events and challenges, and the nature of this ministry will continue to change. Please add and revise this manual as you see fit and pass it down for future use so we can continually improve this ministry! Thank you for your service! God bless you this year!

## 2 The Role of First Year Ministry Coordinator

### 2.1 Purpose of Position

The purpose of the First Year Ministry Coordinator (FYMC) is to work with first year leaders to plan events specific to first year ministry throughout the year. Your role is critical to keeping lines of communication open between leaders.

### 2.2 How Do You Fit Into the Fellowship?

First year ministry is often set apart from upperclassmen ministry, as many times more attention is focused on these new students. With all the different activities going on, you may find yourself playing large group coordinator, small group coordinator, or outreach coordinator for first year specific events at different times in the year. From coordinating events to leading discussions and facilitating FYSLC meetings, your role is vital to guiding first year ministry along in the beginning of the year, and checking up on leaders throughout the year to see how everything is going. With all this, the most important role you can play is one of the pray-er – someone who will consistently pray for and encourage first year small group leaders. Without God, planning and setting up all these events is pointless.



## 2.3 *Typical Roles*

While this may vary from year to year and will depend on your availability, roles include:

- Plan and coordinate first year outreach efforts at the beginning of the fall semester
- Organize and facilitate FYSLC meetings
- Pray for leaders involved in first year ministry and first year students
- Be available to talk, along with the Small Group Coordinator, and give advice when prompted
- Work with the Small Group Coordinator to keep first year leaders accountable
- Train younger leaders by giving them the chance to initiate and lead events

## 2.4 *Filling the Position*

Typically, an experienced first year small group leader who will be leading another small group fills the role of the FYMC. This can be problematic, as you will have two groups (first year leaders and your small group members) competing for your time and resources. It is extremely difficult to balance planning meetings and events for first year ministry while juggling outreach and lesson planning for your own group.

Ideally, this position should be filled by a former first year leader who is not currently leading a small group, if such a leader is available. This way, the FYMC will be familiar with the different experiences first year leaders typically go through and the challenges faced by first year ministry, and offer advice and suggestions on how to deal with the various things that may come up. This will also give the FYMC more time to focus on event coordinating and reaching out to first year leaders. This may not always be possible for due to lack of leaders. In that case, try to split the duties of FYMC between experienced leaders in first year ministry. You should also work with the Small Group Coordinator to meet with small group leaders and see how things are going.

# 3 “What’s Your Name Again?” – Outreach

## 3.1 *Outreach Week*

Outreach week begins on Move-In Day Saturday. This is a busy time for everyone: settling back into apartments/dorms, planning classes, buying books, and generally getting ready for Fall Semester. Please inform first year leaders to plan accordingly so they will have time to take care of the necessities before classes begin.

Preparations for outreach must be done as soon as you return to school to meet the incoming first years. You must stress the importance of these first few weeks to FYSLC. Get FYSLC as involved as possible in outreach events so that they can be exposed to first years. This is the time of year when people are trying to figure things out and find their niche. Meet the first years while they are still willing to meet new faces.



While it may be harsh, you must emphasize to first year leaders that the beginning of the year is not the time to focus on catching up with old friends. Rather, the first few weeks are **to greet new people and try to plug them into a fellowship**. Part of the commitment to first year ministry is to take initiative in meeting these new students. This will likely require a sacrifice in spending time with others.

Even if a new student does not join ultimately stay at GCF, our goal is to plug them in somewhere to a fellowship where they will be able to grow as a Christian. Here are some suggestions you can give to FYSLC for the beginning of the year.

- Sign up to be a move-in greeter and help incoming first year students move their stuff into the dorms. (This is typically something you need to sign up for in the prior spring semester). Make groups of two to three so you'll have someone else to meet and greet with you. Groups larger than that often end up chatting more than helping people move in, or intimidate people from conversation because of the large group size. Give out your contact information to the first years, and try to get their information as well. Do follow-up, even if it's just to say hi.
- See if there are first years you already know of coming and visit them. Several incoming first years attend the senior night at 2Gather4One. Try to get their information before they move in so you can be sure to check up on them.
- Go to the various first year orientation activities during orientation week to meet the first years, and try to recognize others you have already met. Examples – Newcomb Hall Crawl, AFC Block Party, etc. Look for students you may have met and see how they are adjusting.
- Sign up to table at the Activities Fair booth and greet people, or just go and talk to people who come by the table.
- Go to the beginning of the year picnic and encourage first year students you have met to attend.
- Approach students you don't recognize at Sunday Chapel and make a new friend! Get to Chapel on time and sit next to someone you don't know and introduce yourself! If newcomers have no one to talk to after Chapel, many will leave immediately after Chapel ends, if not sooner. Take the initiative!

Coordinate with Chapel greeters to pass along contact information from first year students to first year leaders. Before the first Sunday Chapel, ask greeters to get contact information from everyone. This way, greeters can be sure to get contact information from new people without specifically targeting newcomers or people that no one recognizes.

By the Wednesday or Thursday of the first week of classes, dorm assignments should be established and small group leaders should have completed initial rounds of dorm greeting. The first Large Group meeting of the year has always conflicted with Tom Deluca the hypnotist, so turnout may be low. In the past, the FYMC worked with the Large Group Coordinator to plan a separate waHOOoru for first year students and leaders. This gives the new students an opportunity to get to know one another, as well as get to know first year leaders.



### **3.1 *First Year Pow Wow / Showdown / Throwdown***

Planning for this event must start within the first week of school, if not earlier, so people have time to make room reservations and prepare (especially if there will be a skit). Ideally, the Pow Wow should be held on the Thursday of the second week of school, to introduce the normal time to hold small group meetings. You want to hold the Pow Wow somewhere easily accessible to first years in a building most people are familiar with (ie., Clarke, Thorton, SAB, Cauthen classroom, etc.). This often ends up occurring right after or during the first KSA meeting, so plan accordingly. Small group meetings should begin the following week.

Some past agenda items include:

- Icebreaker game/time for meeting new people
- Skit – the funnier and the more embarrassing, the better. Delegate this task to assistant leaders as much as possible. That way, leaders can work on the other outreach events.
- Q&A session with one or two small group leaders or other upperclassmen leaders
- Song presentation and short prayer (do instead of a time of praise)
- Introduce first year ministry leaders and split into designated small groups to go over meeting times and talk.
- Snacks/food. Give people a reason to stay and mingle

### **3.2 *“Do I Really Have to Do This Again?” – The Humpback Trip***

Try to schedule this when the leaves are starting to change color, but before it gets too cold (early to mid-October is usually good). As you probably know, it can be cold and windy at the top. Buy some bagels or other breakfast items to take along as people will be hungry (and complain-y if they don't get breakfast). Don't forget to take lots of pictures (this probably won't be a problem). You may want to eat lunch together afterwards so everyone can spend more time getting to know one another.

And yes, it does get steeper and longer every year.

### **3.3 *Other Outreach Events***

Once the first few weeks are over, things will settle down as people begin to get into their small groups. At this point, you really want to reinforce the relationships being built between first year leaders and first years and first years and first years. Try to have some other small events for people to spend time together, as schedule permits. Don't plan too many activities or else leaders, including you, may get burnt out from too many meetings. It can be something as simple as planning a place to meet so you can go to a football game together. Give other leaders the chance to plan small events.





## 4 FYSLC

### 4.1 “What? Another Meeting?!”

Aside from the initial outreach events, this is the other major duty of the FYMC. You must be careful not to make FYSLC meetings an additional burden for people, but at the same time not neglect to have enough meetings. People will normally voice concern if there are too many meetings, but will rarely say anything if there are not enough meetings until it is too late.

During outreach week, it is important to meet frequently in order to make sure everything has been completed in terms of planning. You should break leaders into smaller groups and delegate tasks so that people do not need to attend every single planning meeting.

Once outreach week is done, FYSLC should be held approximately once every two or three weeks to get an update on each group and see how things are going. As the year progresses, you can reduce the frequency of FYSLC meetings as you see fit.

### 4.2 Purpose of FYSLC

Leaders come into the year with many different visions of what first year ministry and FYSLC will/should be like. Some leaders come with no idea of what to expect from first year ministry or FYSLC. It is important to have a common goal and purpose at the beginning of the year so that leaders will know what to expect and what not to expect from FYSLC meetings. You must also make it clear what your roles as the FYMC is and is not.

Purposes of FYSLC:

- Communicate and plan events specific to first year ministry
- Develop a support system for leaders within First Year Ministry to be a place where leaders can share struggles and victories in ministry and encourage one another.  
Past feedback indicates that leaders want to share what is going on in their small group, and also want to get an idea of how other groups are doing (but do not do this often outside of FYSLC meetings). Use FYSLC as an outlet for this sharing time. This will help leaders see what they can improve in their individual small group. Many leaders will not openly share unless prompted to do so.  
Manage the sharing time to keep the time burden from being too long. Get prayer requests during these meetings and send them out to the group. You may want to occasionally split into guy small group leaders/girl small group leaders for sharing time.
- **PRAY FOR ONE ANOTHER**
- Bring up any issues concerning the first year class, or first year leaders as a whole.



FYSLC is not to:

- Write Bible studies. This is the responsibility of each small group leader on their time. It is also the leader's responsibility to train their assistant leaders.

However, it may be helpful to hold a Bible study writing workshop for leaders and assistants at the beginning of the semester if there is interest or need. This is at your discretion.

Based on the amount of free time you have, you may want to work specifically with new small group leaders to help them get used to the new position (those who did not previously assist in a Bible study or who have no previous experience). If you do not have time to initially guide these leaders, try to find an older brother or sister who can watch out for the new leader and review lesson plans to guide the initial Bible study lessons.

- Gossip or complain about members.

## 5 When the Job Isn't So Much Fun – Avoiding Burnout

*'So you also, when you have done everything you were told to do, should say, 'We are unworthy servants; we have only done our duty.'*

Luke 17:10

*'And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.'*

Colossians 3:17

The beginning of the year is usually pretty crazy with solidifying your schedule and taking care of things for classes (remember, you are a student too). Adding first year ministry to this, and you might as well go crazy now.

Remember why you are doing these sometimes-not-so-fun tasks, planning yet another activity, or initiating conversation with someone else you don't know. Be careful you don't get burnt out from all of your duties. Meetings are necessary to plan events and communicate between leaders, but can easily become another meeting and another burden to add to the list.

Keep this in mind as you schedule meetings for leaders as well. They will be swamped with outreach activities and school as well.



## 6 ~~The Most Important~~ ~~Second Most Important~~ Fairly Important Part

First year ministry is kind of like a roller coaster. It starts off crazy, has a whole bunch of loops, twists, and turns, and you might feel like you're about to lose your lunch a large part of the time. Yet sometimes, when you least expect it, you may just find yourself enjoying it. Have fun and enjoy the ride. 😊