

Servants Ministry
Staff Intern Handbook
August 2006



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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?



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Section

1 Introduction

1.1 Purpose of Document

The purpose of this document is to provide guidelines and tips for people serving as staff workers or staff interns at their respective fellowships. This document contains principles that will apply universally to all staff workers, but keep in mind that there is variability in the more specific roles the staff worker may play in your fellowship. Due to this variability, as well as the large number of situations that may be faced, this is meant to be a foundation from which the staffer can make individualized, informed decisions.

1.2 Target Audience

This document is intended for those intending to serve their fellowships as staff workers or interns. Please keep in mind that the roles outlined in this handbook are intended for the entire staffing team of a fellowship; if you are one of a few staffers, the roles can be shared among your team as appropriate to your individual gifts. However, if you are the sole staff worker at your fellowship, your role may be more broad and inclusive.

2 The Staff Intern

2.1 Purpose and Importance

The staff intern exists in a fellowship to fill almost a pastoral role for the fellowship members. As further explained in the following section “What is my role?”, the staff intern works mainly as a mentor, overseer and/or advisor for the fellowship. As such, the staff intern will work closely with the leadership of the fellowship, especially the exec officers, and help provide guidance for them. In addition to serving in this capacity, the staff worker also serves where there are needs in the fellowship and no one to fill those needs.

Having a staff intern is important for the stability and guidance for the fellowship. The staff intern acts like glue to maintain cohesion in the fellowship and leaders, and helps guide and direct the leadership team.

2.2 How do I fit in?

The short answer to this question is that you are the advisor for the group, and as a liaison for your group with Pastor IJ and the other Servants Ministry staff workers.

The long answer to this question is mainly up to you and your fellowship. You will need to take initiative to define your role. Instead of someone telling you what to do, you need to take a good look at your group and figure out where the needs are. You then fill in those needs. You're like the mortar that cements a brick wall together; the exec officers have well-defined roles, like the bricks in the wall, but there will be gaps and other unmet needs. Thus, you need to be adaptable and define your own role according to your fellowship. The more staff interns your fellowship has, the more needs that can be filled!



Think about it. If there is a need in the fellowship, who makes the call as to what to do? The staff worker! That's you! You are the staff worker who makes these calls, so you need to learn how to step up and take initiative. Responsibility lies on you to make sure things happen.

There are many things that you can do to serve in your fellowship. Nothing is too big or too small for you! Below are some options:

- Lead a men's/women's ministry
- Lead a small group
- Leadership training meetings
- Praise team
- Prayer meetings
- Other ministry teams (e.g. greeters, bulletin, web, outreach, etc.)

If you feel you are unneeded, take heart. There is always something you can do! There is always a need that you can fill, especially needs that may be easily overlooked. The less "glamorous" ministries that don't receive much spotlight or thanks. As the staff intern, you will receive some degree of spotlight, so learn to accept it but not love it.

2.3 Responsibility

As the staff intern of a fellowship, great responsibility is on your shoulders.

How did you react to that statement? Some people shy away in fear, others perk up with eagerness. Regardless of your initial reaction, I want to tell you that this is not meant to be an intimidating statement, but an encouraging one. You have an incredible opportunity to serve! If God has put you in this position to serve, there's no need to fear, no matter how much weighty the position may be. As the staff intern, you will have many opportunities to influence and minister to others. You have more power and say within the fellowship, and therefore more responsibility for your words and actions. With great power comes great responsibility.

Now, not only do you have responsibility over your personal actions, you are the representative of the fellowship itself, and thus take responsibility over the actions of your fellowship. The behavior of the fellowship reflects the leadership. I was once told as a staff intern, "if anything goes wrong in the fellowship, the credit goes to you. If anything goes right in the fellowship, the credit goes to God." Now, to say that all things that go wrong in the fellowship are your fault is an exaggeration (trust me, we are not THAT influential). However, think about it. If America does something wrong, the blame goes to the president. If an organization does something wrong, it reflects poorly on the leadership. Likewise, you are responsible for your fellowship.

If you're afraid, be at ease! Remember, if God has put you in this role, you'll be ready. He takes care of His own.

2.4 Devotion

As the staff intern of a fellowship, you must exhibit a high degree of devotion and commitment to the fellowship. This is not a side job, but a full-time commitment. You will have to make time for ministry meetings, leadership meetings, studying the Word and Biblical texts, as well as any other job that you may be simultaneously holding. It's a lot of time and devotion, but worth every bit. The more you put into it, the more you will receive.



It can be difficult trying to devote to the ministry, but on the flip side, it can be hard trying *not* to overcommit. To have some free time on the side. Holding a full-time job, attending large group and small group meetings, leaders' meetings, studying, one-on-ones, special events, accountability meetings, the list goes on and your free time dwindles. If you wanted to, you could consume all your time with ministry meetings and forget that you, too, have a personal life. Make sure you care, but at the same time, make sure you have personal time as well. You don't want to burn out and become a "ministry robot".

2.5 What Is My Role?

As the staff intern of a fellowship, you are like the big brother/sister to the fellowship. An overseer of an organization. A gardener to a garden. There are many sub-roles included in the role of the staff intern, all of which are important to the vital functioning of the fellowship.

The Big Sibling

If the fellowship is a family, you are the oldest sibling. You care for and love your younger siblings. You watch out for them and seek their best interests. You give them words of direction and encouragement. If they're out of line, you tell them so. You're the example for them to follow. What binds a family together is love. Likewise, you see your fellowship through eyes of love, as members of the same family. You share the same family name and uphold the same family honor.

The Overseer

If the fellowship is an organization, you are the overseer. You're the boss that OK's all major decisions and directs the company's future. You check your workers and make sure they are working well, as well as making sure that company satisfaction runs high. When people have a question about something, they look to you. When there is a major project, you lead them through and make sure everything is being done.

The Gardener

If the fellowship is a garden, you are the gardener. You nurture the plants, providing a proper growing environment for them. You make sure they receive the water and sunlight that they need. You pull out offending weeds and keep away bugs and animals that may eat the plants. You guide the vines along, redirecting lost tendrils to their proper place. You prune plants where there is overgrowth. You maintain the environment and let them grow.

2.6 A Public Servant

As the staff intern, you are making yourself available to the public ministry. Be ready to open up your life to your fellowship! By accepting this role, you are devoting yourself to the fellowship, so make yourself available. Nothing is below you. Be open to serve, even when you're sleeping, though sometimes it doesn't hurt to keep your phone off when you're in bed.



2.7 A Student

As a staff intern, it is also your duty to continue your studies of the Word and of theology. Interns are to study *Systematic Theology* by Wayne Grudem over the course of their staffing year, in addition to reading supplemental books as well. More on this topic later.

3 Personal Life

3.1 Integrity

I don't think I can stress the importance of integrity enough in this handbook. Having integrity in your life, even in areas that seem unrelated to the fellowship, is of utmost importance. The Lord "does not look at the things man looks at. Man looks at the outward appearance, but the Lord looks at the heart" (1 Sam 16:7b). He sees everything, and He is also the source of power in ministry. Why try to fake out the Man behind your ministry? It simply doesn't make sense, yet it's something we do all the time.

As a staff intern, it is all the more important to have integrity, for your life is on display for all to see. In 1 Timothy 3, the apostle Paul writes extensively on how important it is for a leader to live blamelessly, for good reason. If a leader cannot conduct himself respectably, who would listen to him? If a leader proves untrustworthy, how does that reflect on the Church? As a leader, remember that you not only represent yourself, but also Christ and the fellowship. This doesn't mean that you must be perfect, or else there would be no leaders. However, as Christians, and Christian leaders at that, you must strive to "conduct [yourself] in a manner worthy of the gospel of Christ" (Php 1:27).

As such, you are also a fine person for the Enemy to attack. If the Enemy wishes to knock down the fellowship, the leader is a logical target to attack. You must live with integrity, so as to not give the devil a foothold (Eph 4:27).

3.2 Prayer

This section could be long enough to fill up a book. Without prayer, there simply is no ministry.

In your personal life you must constantly be praying and staying in tune with the Lord. You will face situations where you are very unsure what to do, but if you call on the Lord, He will answer and grant you the wisdom that you need (Jer 33:3). There will be many times where you just don't know what to say, but the Lord will give you wisdom in speaking if you ask.

You will also need to keep asking the Lord for His anointing and blessings. The Lord answers prayers and will equip you for the ministry. I used to be dreadfully afraid of public speaking, and would make speeches mumbling quietly to my shaking hands. I could not conquer my nerves! Once I started staffing at my fellowship, I realized that I would have to be in front of big groups all the time, and the thought completely unnerved me. I remember the first times when I would go up in front of everybody, I would awkwardly try to hide as I walked up there, hoping that no one could see me. My shoulders would hunch forward and my face would twitch uncontrollably as I forced out whatever I had to say, and then I would scurry frantically to my seat, bemoaning the day I was born. I realized that this hindered the ministry God gave me, and so I asked Him for the ability to speak in front of big groups of people, and He answered! I'm not nearly the best public speaker out there, but my nerves don't get in the way anymore, so the job can get done.



Not only do you saturate your personal life in prayer, but make sure that all of the ministry events are also saturated in prayer as well. Oftentimes we make our own plans and ask the Lord to bless them through prayer, but we instead need to first pray and ask the Lord for direction and for His plans. How can we try to do His will without asking Him what it is first? How often have I attended a ministry meeting where the only time we asked God what He wanted was at the end!

3.3 The Word and Study

Have you ever asked someone a Biblical question, only instead of receiving an answer, that person refers you to someone else? Then you go from person to person, until you end up at the pastor? Guess what, as the staff worker at your school, you will probably be that person on whom people dump difficult theological questions. The Bible tells us to be read in and out of season, but for you, this upcoming year is your “in season.” We study the Word of God, so that we won’t be tossed back and forth, “blown here and there by every wind of teaching and by the cunning and craftiness of men in their deceitful scheming” (Eph 4:14b). If you are unsure of what the Bible says about a certain topic, who else will know? You are responsible to know the Word of God. Why do we pray? Why do we have large group? You need to know why and be ready to explain to people why we do what we do.

“The Lord is faithful to all His promises and loving toward all He has made” (Ps 145:13). The Word is chock full of promises that the Lord has given to us. It is vital that you know these promises and learn to apply them to your personal life and to your ministry, for these will help steady your ministry and keep things grounded in Christ.

As a leader, you must also be hungry to learn. Staff interns are required to keep reading and studying Biblical texts and theology. One course that is offered with Pastor IJ is studying *Systematic Theology* by Wayne Grudem. All staff interns are to study this book over the course of their staffing year, in addition to reading other books. Below is a very short list of books that I have personally found very useful in my life and ministry:

- *Knowing God*, by J.I. Packer
- *Desiring God*, by John Piper
- *The Shadow of the Almighty*, by Elisabeth Elliott
- *Celebration of Discipline*, by Richard Foster
- *The Practice of the Presence of God*, by Brother Lawrence
- *Improving Your Serve*, by Chuck Swindoll
- *Hudson Taylor’s Spiritual Secret*, by James Taylor
- *If*, by Amy Carmichael
- *Religious Affections*, by Jonathan Edwards

3.4 Loneliness & Accountability

As a staff worker, you are in some ways peerless. You have many charges that you are discipling and caring for, but not many in your same peer group. It is extremely important that you find someone to keep you accountable, someone you can confide in and fellowship with. If you cannot find someone at your school with whom this is possible, find a close friend who will not be afraid to approach you and ask you the hard questions. And, don’t forget, Pastor IJ is always there for advice and prayer!



4 Leadership

As a staff intern, effective leadership is important. A very effective book on this topic is *Leveraging your influence: Impacting college students for Christ*, by Tim Elmore. Please get a copy of this and study it, for it is an invaluable resource.

4.1 Basic Leadership Skills

What makes a good leader? There have been countless books and pamphlets written on effective leadership, conventions and conferences devoted to developing leadership, and innumerable great leaders in this world's history to learn from. While there are some guidelines that are universally applicable to all leaders, you also need to know your own leadership style and what works for you. For more exhaustive leadership training, please refer to the aforementioned Tim Elmore book.

4.2 Steadiness

Many things can happen in a year! Problems in relationships, academic issues, work problems, and personal issues can all disturb your daily grind. When problems arise, stay grounded in the Lord. There is nothing too big for you that you will face this upcoming year; He will surely provide strength and a way to stand up under anything you may face (1 Cor 10:13). Know this truth by heart, and do not let circumstances sway you.

Something that most leaders will face, especially in new situations, is anxiety. You will face many new situations where you will feel clueless as to what to do. Take a deep breath and relax! God is in control, and so don't be afraid to slow down. It's okay not to know sometimes.

Though you will be using a team approach to plan events or sort problems out, there will come times when the decision boils down to you. Learn to prayerfully consider plans of action and to commit to your word. A wishy-washy leader exudes uncertainty, and this can paralyze the group and weaken its unity. Know how to humbly consider others' advice, but be decisive.

5 Administration

The work of the staff intern encapsulates both the spiritual and the practical. In this section, the issue of administration and some practical skills will be addressed.

It is a shame that many churches are miserably disorganized and haphazard, while secular organizations and companies are run like well-oiled machines. Why is this? Some people have decided to use the popular saying "let go and let God" as an excuse for inaction. Working hard has been scoffed at as a decidedly Martha-like way of being unspiritual, by means of being wrapped up in the menial chores of life and missing out on the spiritual. While there needs to be caution taken against working away our faith, we must not be hesitant or afraid to put in our work.

5.1 Organization

As a staff intern, you must be organized. Use a calendar and/or a planner to keep a schedule of ministry events and opportunities. Learn to look ahead a couple of weeks, to make sure that nothing creeps up on you unexpectedly. Keep your personal life in order, as well. If your personal life is unkempt, then it will trickle down to your ministry style as well.



5.2 *Timeline*

Learn to be timely. “Korean time” (or “minority time”) is often considered to simply be part of the culture and is so accepted. While this may be difficult to change on a widespread scale, you yourself can be courteous and respectful of other people and so be timely. This especially applies when meeting with school administrators, professors, or with people outside of the fellowship. You may represent the fellowship, and Christians in general, whenever you meet with outside people, so maintain responsibility and timeliness.

While you need to be timely to meetings and appointments, you must also be timely in looking ahead. Events cannot be planned the night before it is held, and retreats cannot be organized the week of. While you may have an administrative officer in your fellowship, you ultimately need to make sure that things are done in a timely manner. Make sure you know when you can start reserving classrooms with your school, and be in tune with the schedules of other schools when considering joint meetings.

5.3 *Micromanaging*

Whatever role you may take, be careful of micromanaging. If you are overseeing someone, withstand any temptation you may have of interfering with their work and doing it for them. Let people do their roles, unless they need intervention. On the flip side, do not hesitate getting your hands dirty and doing hard work yourself. People will respect a leader who’s willing to work, and you are always part of a team.

6 Know Yourself

With all this talk about leadership and developing leader-like qualities, it is important that you be yourself! There is no cookie-cutter “ideal leader,” for everyone flavors up their leadership style with their own unique personality. However, to be an effective leader, you need to know yourself!

What type of person are you? What makes you tick? How do you like to communicate? What are you good at? What do you have trouble with? What are you passionate about? What type of people do you like working with? These are all questions that you ought to explore, for knowing these things will strengthen your ministry and leadership. Some of the following resources may help:

- Tests for spiritual gifts (<http://www.kodachrome.org/spiritgift/>)
- Myers-Brigg personality test (<http://www.humanmetrics.com/cgi-win/JTypes2.asp>)
- Heart motives seminars, by Min Chung (<http://www.cfchome.org/library/topics.php>)
- *The Five Love Languages*, by Gary Chapman

While these may all seem silly, they will give you a clue about what you can do best for your fellowship. This is where the fun starts! Especially if you are serving with other staff workers, you can split up duties and ministries among you so that people are serving where their passions and talents meet.



7 Know Your Fellowship

Who are you working with? What is your fellowship like? Every group is different and has its own subculture. Each fellowship has individual needs as well, which may change from year to year even in the same group. Spend some time with the officers each semester to assess the needs of the fellowship. Something always changes from semester to semester; the fellowship is a dynamic entity. You must stay on your toes and be in tune with the fellowship to remain an effective staff worker for them.

Different styles of ministry and events may work with one fellowship, but may flop miserably with another one. Learn to adapt sound Biblical principles to minister to your fellowship, giving them what they need and in a way that they can understand. However, learn to appreciate the flavor of the fellowship and to cherish its individuality.

8 Raising New Leaders

As a staff worker at a college ministry, you must always be looking to the future. Life seems to progress at a quicker pace during college, where people may grow from a naïve spiritual ingénue when they enter to become a seasoned servant when they graduate. There is such a great and quick turnover of leaders in any college ministry, and each year is another year of retraining new leaders.

8.1 *Mentoring*

While leadership training can happen in classes and in large group settings, the most effective teaching and discipleship happens on a more intimate basis. No wonder schools pride themselves in low student-to-teacher ratios! If the student can receive more attention and care, they have more potential to learn and grow. Likewise, discipleship is more effective on a one-on-one basis.

A good example to look at is Jesus and the twelve disciples. Jesus taught many people, always preaching and performing miracles. However, He always traveled with His twelve disciples, men whom He mentored and lived with. Out of these twelve, three were part of the so-called “inner circle,” and received more instruction and attention from Him. Jesus taught many, but on three different levels. In the case of the staff intern, you will also have different levels. There is the multitude, which can be analogous to the fellowship. There is the band of disciples, which can be like a small group or specialized ministry that you may lead. And then there is the “inner circle,” the few that received even more personal attention. As a staff intern, look for a few people who are hungry to learn and serve. Learn to disciple these people, praying over them and teaching them by walking with them.

In all of these teaching relationships, whether it be with the “multitudes” or with the “inner circle,” let it be personal. It’s not simply “teaching,” as we may think, but sharing lives together. You yourself are in this to grow as well, and to form personal relationships that go beyond simple teaching. In all of these mentorship and teaching endeavors, learn to pray and intercede on behalf of those you teach. While you can present the Word to them, only the Holy Spirit can change men’s hearts. Only He can help us to truly grow and be receptive to the Word.



8.2 Delegation

In addition to mentoring on a personal level, learn to mentor on a ministerial level. Give other people a chance to grow through serving. Encourage other people to try, and work with them in their ministry. It is often easier to do things alone, but if you take the extra time and do it with a younger person, that person will have the invaluable opportunity to share in the ministry and to gain experience and confidence. If you do everything yourself, no one else will gain experience, and they won't know what to do if and when you leave.

Because there is constant turnover, try to delegate and encourage others in the ministry as much as you can.

9 Final Perspective

The road can be tough, and it can be easy to lose sight of the goal ahead. Whenever you serve, make sure you maintain the proper, eternal perspective. Do you know why you serve? Do not lose sight of it!

It's very easy to be sidetracked and discouraged as a staff worker, especially when you're very conscious of your successes and failures. When I started driving, I had the tendency to constantly check my mirrors and calibrate my driving to the paint on the road. I never looked very far ahead, because I was so absorbed in making sure the car was driving perfectly straight in relation to what was immediately next to my car. Sometimes, I even peered out of the driver's window to the paint immediately next to the car to make sure I wasn't driving on the lines. Needless to say, I swerved quite a bit and was a jerky driver. I remained that way until a more experienced driver told me to look ahead down the road, and not to stare at the five feet in front of my car the entire time. If I'm aligned with the paint up ahead, the car will follow. With that simple piece of advice, my driving improved greatly and my passengers stopped getting carsick.

In the same way, you are driving down this road of campus ministry. It's always good to check your surroundings and look at how things are going, but you must always look ahead to the eternal goal of Christ Jesus, or you will be a jerky and inconsistent "driver" for the fellowship. Therefore, in whatever you do, look ahead! Acknowledge Him and He will make your paths straight (Prv 3:6).

Good luck and God bless! May this year be one of unprecedented blessing and revelation of His glory for you and your fellowship!

Press on, and run hard!

"...I consider everything a loss compared to the surpassing greatness of knowing Christ Jesus my Lord, for whose sake I have lost all things. I consider them rubbish, that I may gain Christ and be found in Him, not having a righteousness of my own that comes from the law, but that which is through faith in Christ – the righteousness that comes from God and is by faith...

...Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus."

(Php 3:8b-9, 13b-14)