



**Supervisor's  
Handbook  
For  
Christian Ministry**

## Why Must Calvary Students Do Christian Ministry?

Calvary has students do Christian ministry because it is required by the accrediting association to which Calvary belongs. The Association of Biblical Higher Education (ABHE) requires students be involved in Christian ministry in order to help them grow in their understanding of and burden for Christian ministry through practical experience.

## Why Do Students Need a Supervisor?

**First, a supervisor is needed to encourage the student to be consistent in church attendance.** Every student who comes to Calvary must attend a local church on a regular basis. From time to time, ask him about the sermon or events at church to see if he has been attending faithfully. If you detect his attendance is slipping, then encourage him. Let him know that you will be checking back with him to see how he is doing.

**Second, a student needs a supervisor to guide him into a ministry for which he is well suited.** At the Christian Ministry Office we try to do this. But you are the one who is working with the student. You see, hear, and learn so much more about the student than we do. What the student has chosen for his ministry may not be the one you would have picked.

**Third, faithfulness doesn't come naturally; it has to be cultivated.** If the grocery store doesn't take proper care of you, they lose your business. Our students need you show them how to become faithful, caring servants of the Lord. Our students are required to record their attendance at church and ministry. Encourage them to do this. They will need to be reminded that reports are a part of life.

Along with their attendance, check their attitude and the quality of their work. Do they approach ministry with enthusiasm, expecting Christ to do something great, or do they grumble and act like they would rather be somewhere else? Could they have done better? Where do they need improvement? What could you do to help them do better?

**Fourth, a student needs a supervisor to expand his potential for Christ.** The more you get to know the student the more you will be able to help him discover the natural abilities and spiritual gifts the Lord has given him.

Also, guide him in seeing how Christ wants to use the experiences the student has gone through to develop his compassion for lost and hurting people. Encourage him to talk about his experiences with the people to whom he is ministering.

His faith also needs to grow. Challenge him to step out in faith and try something new. Move the student out of his comfort zone and stretch his faith so he learns to rely not on himself but on the Lord Almighty.

Finally, Christ will use the student's interest to direct him to where he wants to use him. Inquire about his interests. Pay attention to what he talks about. Look for the one interest that excites him more than all the rest. Ask God to use you to build a passion in the heart of this young person for that particular ministry.

## **What are the responsibilities of a supervisor?**

1. **Pray for the student regularly.** Jesus Christ spent a night in prayer before he chose Peter to be an apostle. Mark's Gospel reveals that it was his habit to get up early in the morning, before anyone else, to pray. If Christ felt the need to pray for Peter and the ministry they shared, what about the student you are supervising and mentoring?
2. **Get to know him on a personal basis.** You'll get more milk out of a cow if you take the time to get to know her. The student you are supervising is more precious than a milk cow. Please take time to get to know the student. Have the student in your home for Sunday dinner. Invite him to do something special with you or with your family. More of life is caught rather than taught. The closer you let the student get to you, the more he will learn from you.
3. **Observe him in ministry.** Consistently observe the student as he carries out his responsibilities. Calvary recommends you observe the student 6 times (at least once every other week). If you're not able to do this, then suggest someone else to serve as his supervisor. On occasion ask other people what they have observed about the student. Ask questions to get them to open up. They may see something that you missed, or you may discover that you misinterpreted something. It will help you to have a more objective view of the student. If the student is not fulfilling his responsibilities or conducting himself in a godly manner, please contact the Christian Ministry Office.
4. **Hold him accountable.** Every now and then, ask the student if he has remembered to record his attendance at church and ministry. Keep his attitude and the quality of his work in check. Be gentle and loving as you do this. Sometimes we show more care in the treatment of our pet animals than we do with one another.
5. **Show him how to communicate.** The two of you will need to be on the same track in order to have an effective ministry. Take the initiative, then,

to model the kind of communication it takes to build a ministry team. From the very beginning, communicate with the student what you expect from him. Ask him what he expects from you. Create an atmosphere of openness and camaraderie so the student will feel free to approach you about anything. When the student is not meeting with your approval, tell him in private. Ask if there is anything you can do to help him.

6. If both of you are communicating, you will know what he needs and be able to distinguish them from the student's wants. He may need to learn that although we may not get what we want, the Lord is more than able to use what we have.
7. **Nurture him in living for Christ and serving him in ministry.** II Timothy 3:16 tells us that God uses his Word to teach, rebuke, correct, and train us. Let your words have the same nurturing effect on the student. There will be times when you will be teaching him how to do ministry. Sometimes you will need to rebuke and then quickly follow up with showing him how to correct things. You may also need to train him how to do it right every time or to be consistent in an area of his life.
8. **Guide him in ministry.** 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 four categories**: a local church, an organization, evangelism, or the student's academic major.
  - Involves **2 hours per week for at least 12 weeks**. For a summer ministry the requirement is 3 hours per week for at least 12 weeks.

Always give the student feedback and guidance on how he is doing. Mark Twain said, "I can live two months on a good compliment." Like grease to a wheel, a good compliment makes everything run better and longer.

9. **Evaluate him.** The *Ministry Supervisor Evaluation* is designed to help the student and Calvary know both the strengths and weaknesses of the student in different areas of ministry. The goal is to help the student develop a better understanding of spiritual gifts and abilities God has given him and how he can continue to improve in ministry. Calvary desires to see a maturing process in the student's life.

At the end of the semester you are required to file an official *Ministry Supervisor Evaluation* on the student. At the beginning of the semester you should have received the *Ministry Supervisor Evaluation* form from the

student. If not, or if you have misplaced the form, please contact the Christian Ministry Office and we will e-mail you another one.

Evaluations should be as fair and as objective as possible. Use both positive and negative comments to build up the student. Your feedback is irreplaceable when it comes to training the student in the real-world. You see the student in a different setting and many times work closely with him.

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

Please be prompt in completing the evaluation and returning it to the Christian Ministries Office. Your evaluation has a deadline that must be met. If your evaluation is not submitted on time, the student is sent a notice of failure, and this appears on his official school transcript.

## **What is the student's responsibility to the church or organization?**

1. The student will have his ministry approved by his Academic Advisor.
2. The student will sign the following ministry covenant before embarking on a ministry each semester. The ministry covenant is on the *Ministry Approval Form* that must be signed by the student's Academic Advisor and submitted to the CM Office.

### **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.

3. The student will be adequately and prayerfully prepared to minister when he arrives at his ministry.
4. The student will attend his ministry faithfully and joyfully every week.

5. The student will attend any required training sessions or organizational meetings.
6. The student will abide by the discipline policies of the church or organization.
7. The student will dress appropriately for the activities in which he is involved.

### **What is the student's responsibility to the supervisor?**

1. The student will find someone to supervise him in ministry.
2. The student will give his supervisor a packet of information at the beginning of the semester that will contain the *Ministry Supervisor Evaluation* and *Supervisor Handbook*.
3. The student will make sure that the *Ministry Supervisor Evaluation* makes it back to the Christian Ministries Office by the date due.
4. The student will communicate with the supervisor and understand what is expected.
5. The student will have a teachable spirit, i.e., open to suggestions and correction.
6. The student will refrain from criticism of the supervisor or the ministry.
7. The student will bring any problems to the attention of his supervisor.
8. The student will notify his supervisor if he is ill or when any emergency arises.
9. The student will inform his supervisor of all college-allowed holidays when he will be absent from his ministry (see the chart below) and any other times when he will not be able to attend or continue in the ministry.

### **How can I keep Calvary students coming back?**

Calvary students are required to satisfy four categories of ministry experience. How well you help them satisfy this requirement will determine whether they keep coming back. The four categories of ministry are explained below.

**Category #1: Church Search (1 semester)** – New students are given the first semester to look for a new church home since they will be at Calvary for several years. One way you could begin to recruit Calvary students for your ministry is to welcome them into your church. Greet them when they arrive and introduce them to the other members of your ministry team without trying to get them involved. At first, just concentrate on building the relationship and helping them fit into the church.

**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 (see examples above)
- 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 should include:**

Advanced Biblical Studies

Teaching the Bible, planting a church

Biblical Counseling

Counseling people about their problems or mentoring someone in the faith

Children's Ministry	Teaching children or directing a children's ministry
Christian Education	Teach, tutor, or assist a teacher
Christian Ministry	Leading a ministry
Christian Teacher Education	Tutoring for one semester, teacher's aide for two semesters, and one semester student teaching
Missions	Working cross-culturally, church planting
Music	Sing or play an instrument, teach music, intern with a local church (one semester)
Pastoral Studies	Lead worship, teach in Sunday school or small groups, preach, pulpit supply, visitation, church planting, intern with a local church (one semester)
Radio Broadcasting	Work/intern in a radio station
Youth Ministry	Bible study leader, camp counselor, youth leader, mentor youth in the faith, intern in a church or camp (one semester)

The key to getting Calvary students to keep coming back to your ministry is to show them how you can help them satisfy all four categories of service through your ministry.

## How do I contact the Christian Ministry Office at Calvary?

<b>Office Location</b>	Education Building, first floor, room 123
<b>Office Hours</b>	Tuesday-Thursday 7:00 a.m. – 1:00 p.m.
<b>Phone #1:</b>	816-322-0110, ext. 1343 or 1344
<b>Phone #2:</b>	816-322-5152, ext. 1343 or 1344
<b>E-mail:</b>	<a href="mailto:cmin@calvary.edu">cmin@calvary.edu</a>
<b>Director:</b>	Rev. Joe Everett