

A Global Ministry Job Description Manual

A Course Project Presented to

Dr. Jim King

Baptist Bible Seminary

In Partial Fulfillment

for the Requirements for MP-3

Core Issues for Church Leadership
in
Global Ministries

by

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Need for a Global Ministry Job Description Manual at Maranatha Baptist Church

In an effort to establish one set of biblical guidelines for adding additional personnel to our church's staff (including missions) this Global Ministry Job Description Manual is being presented. This manual will delineate the qualifications, the responsibilities and the benefits of one seeking the support of Maranatha Baptist Church.

By following this manual the church can be reasonably assured of recognizing and putting into ministry qualified individuals at home and abroad and the individual can be assured of an active, caring and supporting church standing behind them "holding the rope."

Overview of Maranatha Baptist Church, Hazlet NJ

Maranatha Baptist Church (MBC) is an independent, elder ruled, Baptist church, which is fundamental in doctrine and evangelical in practice. We are a suburban church, a sixty-minute commuter ride to New York City. The church was incorporated in 1961 and has seen approximately six pastors. The last three pastors including myself span the past 30 years. I have been on church staff for the past twenty-five years. The first fifteen years I served as a high school teacher at our Christian school, Maranatha Christian Academy (MCA). I joined the pastoral staff in 1991 and have been senior pastor since 1993. I also have served as the principal of MCA (grades 1-12) since 1991.

It is our purpose at MBC to glorify God by exalting Christ, by edifying his church and by evangelizing his world. Presently the church is in a growth cycle. It is ministering to approximately 85 people, 60 adults and 25 nursery and elementary age children.

Currently we support nine missionaries and their families. Six families serve in the foreign field and three serve at home. Our mission budget is approximately \$12,000.00 per year (approximately one-tenth of our annual budget). In September 2004 we will have one of our own church members, Wanda Johnson, returning to serve with OM in Israel. Wanda will be ministering mainly to Arab women and “tracting” in various Jewish neighborhoods. MBC’s annual budget, mission policy, mission updates and missionary correspondences are coordinated through our recently created missions team. Our mission team is composed of church members who have an active interest in missions.

The Term “Global Ministry Staff Position” Defined

It is a recognized fact that our world, because of the ease of communication (email and cell phones) and air travel, has gotten much smaller. In the past few years members of our church have served the Lord internationally on short-term missions to Mongolia, Russia, Ireland, and Spain. We have become a global people. Very few places on this earth are out of our reach. This new opportunity calls for the local church to broaden its vision to include a global ministry by local church members. There may be a time in the not too distant future that the church would send someone out from MBC fully supported and cared for by the church and who is totally responsible to the church. Although that person may be serving overseas, his or her position would be defined by MBC and not ultimately a mission board. These people would be considered staff of MBC. For instance, the church may see the need to develop a school like our own MCA overseas. As we staffed the overseas school, those workers would be considered our own church staff in the same way as our current school staff. The only differences would be that they would be serving in a global capacity; thus, a global ministry staff position. A global ministry staff position allows the local church to be ultimately responsible for the individual and for the individual to be ultimately responsible to the local church. This allows the local church to identify¹ and to evaluate the qualifications of those interested in serving cross-culturally in the same way and with the same guidelines that govern how MBC would add staff to our school or church.

¹ 1 Timothy 5:22 Do not lay hands upon anyone *too* hastily and thus share *responsibility* for the sins of others; keep yourself free from sin.

Therefore:

A Global ministry staff position *is any ministry position supported by MBC that seeks to serve the Lord in an international or cross-cultural setting.*²

It is understood that our present and future missionaries (not from our church) may not understand the distinction between a traditional missionary and a global ministry position. Be that as it may, it has been our practice at MBC (although not a formal policy) that all our missionaries would meet the same qualifications as our church staff and be treated as such.³

² It is recognized that some may see the difference between “global ministry” and “missions” as only semantically. That is fine as long as it is understood that the local church has ultimate authority and responsibility for the individual who is ministering in an international or cross-cultural setting.

³ For example if the financial situation of the church called for drastic cut backs we would only cut missionaries support if we were next willing to cut church staff as well.

Global Ministry Staff Positions Defined

Generally, there are two categories of global ministry staff positions available to individuals at MBC and to those who would seek the church's support. First, there are global pastoral ministry staff positions. These positions would include men⁴ who wish to serve in the pastorate in cross-cultural settings.⁵ Some of these ministry opportunities would include church planting, shepherding an established congregation, or a teaching ministry of the Word at a college or seminary level. Second, there are global service⁶ ministry staff positions. These global service ministry positions are open to both genders. They would include but are not limited to: elementary, high school, and ESL teachers, professors, school administrators, medical workers, support personnel such as mechanics and pilots, certain ministry administrators, publication ministries, small group leaders, and ministries to the poor and needy such as those that provide food and shelter with the purpose of establishing an environment to share the gospel.

Although there may be a wealth of positions that would be considered global ministry positions, someone seeking to serve in these ministries in a cross-cultural setting is not guaranteed MBC support.

⁴ Titus 1:5-6 For this reason I left you in Crete, that you might set in order what remains, and appoint elders in every city as I directed you, ⁶ *namely*, if any **man** be . . .

⁵ This is not stating that a woman may not serve on pastoral staff. Currently, MBC has no pastoral positions in the local church available to women. From this present vantage point there is a need for qualified, professional women who may serve as female counselors on pastoral staff.

⁶ See Romans 16 for an extensive listing of those who served the church of Christ. Some of those were probably the first global ministry servants! The list includes both male and female.

Purpose of a Global Ministry Job Description Manual⁷

The first purpose of a global ministry job description manual is to help the church function by one set of biblical guidelines at home and abroad. These guidelines will establish the biblical authority of the local church for all people MBC puts into ministry.⁸ It will also raise to a higher level the total responsibility the local church has for **all** the people who may serve away from MBC. On the other hand this manual sets in writing what the local church can expect from those it supports in all its ministries as well as the benefits it provides for those who serve the Lord through the local church at MBC at home and abroad.

The second purpose of a global ministry job description manual is to help the church recognize, evaluate, and put into ministry God-motivated and qualified individuals.⁹ These individuals will serve the Lord through MBC in international and/or cross-cultural settings in order to build up the body of Christ and/or to proclaim the gospel to those who have never heard the good news of Jesus Christ.

The third purpose of this manual is to give those on MBC's missions team, who are responsible for recommending global servants/missionaries to the church, an objective standard by which to evaluate those who seek support from MBC. To that end

⁷ Because the specific job descriptions of each position are so varied (and some not even thought of as of yet), it is impossible to detail every job description for every position in this global job description manual. As the need arises and God provides the people to put into ministry, job descriptions for each specific ministry position at MBC will be developed and placed in an appendix in this manual.

⁸ 1 Timothy 5:22 Do not lay hands upon anyone *too* hastily and thus share *responsibility* for the sins of others; keep yourself free from sin.

⁹ Acts 13:2 And while they were ministering to the Lord and fasting, the Holy Spirit said, "**Set apart** for Me Barnabas and Saul for the work to which I have called them."

at the bottom of each page where applicable sample questions are given to help the team think through the type of questions needed to evaluate the global ministry candidate in those areas.

Evaluation Process of a Candidate's Qualifications

The process of evaluating a candidate for a global position will be as follows:

- 1) The potential candidate should approach a member of the pastoral staff or the mission team leader concerning his or her interest in a global ministry position or a candidate may be approached by a pastoral staff member.
- 2) The potential candidate will be given a global job description manual.
- 3) The potential candidate (and spouse) will be given a time to meet with the missions team and a representative of the pastoral staff to evaluate the candidate's qualifications.¹⁰ After the qualification interview the missions team may either:
 - a) give their recommendation to the pastoral staff to either continue the process or
 - b) recommend area(s) that need to be addressed to help the candidate qualify for the position or
 - c) recommend that the church does not pursue the candidate for a global ministry position.
- 4) If the missions team recommends the candidate, then the candidate will be asked to present their vision for their global ministry to the church at large. The church will have an opportunity to meet with the candidate and ask questions.
- 5) At the next available business meeting the entire church will vote whether or not to put the candidate into ministry.
- 6) If two-thirds of the church recognizes God's placing the candidate into ministry and the candidate is a member of MBC, he or she will be commissioned by the church at an appropriate Sunday morning service.
- 7) If needed, the candidate may pursue a partnership with a mission agency.
- 8) At an appropriate service of the church, MBC will officially send the global ministry servant out to his or her new position.

¹⁰ This is a lengthy process that may not be accomplished in one appointment.

Qualifications for One Seeking a Global Ministry Staff Position at MBC

The qualifications for one seeking a global ministry staff position at MBC are understandably demanding. Based on the nature of the work in international settings and the reputation of Christ that a worker carries into these settings, it is incumbent upon the church to examine the candidate closely in a number of different areas that will impact his effectiveness for the cause of Christ. The qualities the church is looking for in any candidate are: 1) the desire for ministering cross-culturally, 2) a vibrant walk with God, 3) biblical character, 4) ministry and educational experiences commensurate with the specific position, 5) spiritual giftedness, 6) a global ministry strategy and 7) miscellaneous qualifications such as financial, emotional and medical health.

It is not enough that the candidate alone believes he or she meets the above outlined qualifications. These qualifications are to be evident to the church at large as well.

Recognizing desire of candidate and/or pastoral identification of candidate

The first qualification for any global ministry position is a God-given desire¹¹ to serve him in that position in a cross-cultural setting. This desire may be evident to the individual through the ministry of the Holy Spirit in his or her own life. A person with a desire (or who even thinks he or she may have a desire) should make an appointment to speak with someone on the pastoral staff.

A person's desire for global ministry may be evident to those in the church who observe a person's ministry, which grows out of his desire to serve God, but not specifically to the individual. In such a case a pastor may approach the individual with the proposition to consider being part of the global ministry team of the church.

Whatever the method or the avenue of ascertaining the desire, a God-given desire must be evident in a believer's life to be considered for a global ministry position.¹²

¹¹ 2 Corinthians 8:16 But thanks be to God, **who puts** the same earnestness on your behalf **in the heart of Titus**. And 2 Corinthians 8:16 But thanks be to God, **who puts the same earnestness on your behalf in the heart of Titus**.

¹² Questions for *Recognizing desire of a candidate*

- When did you realize you desired to serve God in this capacity?
- How long have you had this desire?
- How have you tried to fulfill this desire in the church body?
- What do you think will fulfill this desire?
- What would happen if you could not fulfill this desire?
- Why do you desire an international/cross cultural ministry?

*Christian experience of candidate*¹³

It is incumbent on all those the church puts into ministry that they have a vibrant walk with God that began at salvation. Since all positions will have some ministry of the Word, it is imperative that the candidate has a sincere walk with God. The message that is shared verbally with others must be one that is seen in the life of the candidate as well.¹⁴

The candidate must be able to articulate a personal, saving faith in Christ alone. The candidate should be able to explain clearly how someone could trust Jesus as Savior.¹⁵ He or she must be able to demonstrate that they have followed the Lord in baptism by immersion and must be able to explain the correlation between salvation and baptism.¹⁶ Without prodding or leading statements the candidate should be able to describe his individual walk with God and the importance of spiritual disciplines in that walk.¹⁷ The candidate should be able to sign with a clear conscience and be fully in

¹³ This qualification seeks to evaluate the candidate's salvation experience, baptism by immersion since salvation, walk with God, devotional life, agreement with the church's doctrinal statement and covenant and church involvement.

¹⁴ 2 Corinthians 2:17 For we are not like many, peddling the word of God, but as from sincerity, but as from God, we speak in Christ in the sight of God. And 2 Corinthians 4:2 but we have renounced the things hidden because of shame, not walking in craftiness or adulterating the word of God, but by the manifestation of truth commending ourselves to every man's conscience in the sight of God.

¹⁵ Questions for evaluating the *Christian Experience of Candidate: Salvation*

- How did you come to know Christ as Savior?
- What happened to you at the moment of salvation?
- What saved you, a prayer, an invitation, etc?

¹⁶ Questions for evaluating the *Christian Experience of Candidate: Baptism*

- How were you baptized and when?
- What is the significance of baptism and how are baptism and salvation related?

¹⁷ Questions for evaluating the *Christian Experience of Candidate: Daily walk with God*

- What spiritual disciplines are important for your walk with God?
- What do the spiritual disciplines do for you?
- What would happen if you missed practicing them for a time?

agreement with MBC's doctrinal statement and church covenant.¹⁸ Finally, the prospective global servant should be able to list his or her involvement in a local church of like faith (if they are not members of MBC) and be able to communicate the importance of the local church in the life of a believer.¹⁹

¹⁸ Questions for evaluating the *Christian Experience of Candidate: Church Doctrinal Statement*

- Have you read MBC's doctrinal statement? What areas are you in agreement? What areas are you in disagreement? Could you sign your agreement in a clear conscience?

¹⁹ Questions for evaluating the *Christian Experience of Candidate: Church Involvement*

- List your success in a local church ministry.
- What ministries really excite you and did others think you were good at it?
- Is the local church important to you and, if so, why? Give an example of the importance of the local church in your own life.
- How important will the international local church be when you are on the "field?"
- How important will MBC be when you are on the "field?"
- Does the way you live demonstrate an attitude of self-discipline, teachability, servant spirit, flexibility, accountability, initiative, perseverance, sense of humor, a team player? Give examples.

Biblical character of candidate

The biblical character of a candidate must be in conformity with the qualification that the Word of God puts forth in 1 Timothy 3, Titus 1 and 1 Peter 5. These qualifications of the individual candidate for the position of global ministry servant either pastoral or service oriented can seem to be daunting. Some may think they could never measure up to such high standards. It must be noted that these were qualities that were not only resident with the individual but they were evident to the entire body as well. Although they are high qualities, they are not qualities of perfection. Although the individual candidate may think he or she needs to improve in any one area, these qualities are more from the perspective of someone examining the candidate's life and not simply a self-introspective inventory.

There are two sets of qualifications listed in the biblical passages noted above. For those men interested in global pastoral positions, they must meet the qualifications for elder/shepherd/pastor/bishop/overseers that are stated in the scriptures. For those males or females seeking a global service ministry position, they must meet the qualification for deacon.

Due to the extensive nature of the questions concerning the biblical qualifications for the pastoral or service global worker positions, they will be listed in Appendix A.²⁰

²⁰ It should be noted that these are the same questions that are asked of anyone seeking a position on staff at MBC.

Ministry experience of candidate

It is important to realize that traveling across the world to another culture will not make a person a global ministry worker or missionary. We believe that someone with a ministry mindset will have demonstrated a heart for ministry at home. This category seeks to discover how the candidate has functioned in ministry up to this point in his or her life. It is assumed that the candidate's ministry experience will be both personal and corporate (i.e. in a local church). These questions will help the mission team evaluate the candidate's heart beat for ministry and his or her success in ministry.²¹

²¹ Questions for evaluating *Ministry Experience*:

- What is your greatest ministry success? your failure?
- When was the last time you shared your faith? How many people have you personally disciplined?
- List the various local church ministries you have been involved with since you were saved. List the various personal ministries you have been involved with since you were saved
- Have you seen yourself reproduced?
- What ministry truly excites you and how successful have you been at that ministry?
- What specific skills do you have to offer for your cross-cultural ministry?

Educational experience of candidate

The educational experience of each candidate will vary with the position that they are seeking at MBC. For a man seeking a pastoral position it will be assumed that at a minimum he would possess a four-year undergraduate degree and a seminary degree. For those seeking various global service positions, they will possess the educational experience needed to accomplish the tasks of that position. For instance, if MBC desired to place a nurse on staff at an international clinic or hospital, we would expect the nurse to hold at least a RN degree. If MBC desired to place a teacher on staff at a school, we would expect the candidate to have the appropriate educational or subject degrees required for the host country.²²

²² Questions for evaluating *Educational Experiences*:

- List all your educational experiences since high school.
- Will you make available to us your post high school transcripts and copies of degrees?
- Have you received any academic awards?
- What jobs have you held that demonstrate proficiency in your major or any of service?
- What was your most rewarding educational experience?

Spiritual giftedness of candidate

We believe that at the moment of salvation that God, supernaturally through the ministry of the Holy Spirit, gives spiritual gifts to all believers.²³ These gifts are to be used to build up the body of Christ.²⁴ Since God gives gifts to all believers, it is assumed that a candidate will have recognized his or her area of giftedness and would be functioning in that area so that the body of Christ might grow up together in love.²⁵

Global ministry strategy of candidate

The reason for this category is to ascertain how well the candidate has thought through the details of the specific position he or she desires and to see what the candidate plans to accomplish on the field of service. This category will also look to see how the candidate plans to function within the local church in the international setting (if it is not a church planting ministry.) Included under a global strategy should be a plan how to acquire a practical and fluent use of the language of the culture where the candidate will be ministering.²⁶

²³ 1 Peter 4:10 As each one has received a *special gift*, employ it in serving one another, as good stewards of the manifold grace of God.

²⁴ Ephesians 4:12 for the equipping of the saints for the work of service, to the building up of the body of Christ;

²⁵ Ephesians 4:16 from whom the whole body, being fitted and held together by that which every joint supplies, according to the proper working of each individual part, causes the growth of the body for the building up of itself in love.

Questions for evaluating *Spiritual giftedness*:

- What ministry areas have others in the body told you that you excel in?
- What ministry areas do you see the most results?
- What ministry areas do you feel passionate about? Why?
- If evangelism is not your gift, how do you see evangelism in your own ministry?
- If hospitality is not your gift, how do you see hospitality in your daily ministry?

²⁶ Questions for evaluating *Global ministry strategy*:

- What is your objectives or goals for this ministry position?
- What is your detailed plan to reach your objective?

Miscellaneous considerations

Because of the various pressures of ministry in any setting, it is imperative that the candidate be physically, emotionally, and financially fit for a position in an international or cross-cultural ministry setting. This category of miscellaneous considerations seeks to evaluate those areas. How a candidate handles these considerations will also expose his or her character as well.²⁷

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- How do you plan to work with the national local church?
 - What obstacles do you foresee?
 - What team do you have in place to help you accomplish your objectives?
 - What is your plan for language studies?

²⁷ Questions for evaluating *Miscellaneous considerations*:

- How did you pay for college?
- What is your view on financial debt?
- What is your exercise routine?
- When was the date of your last physical?
- Has anyone in your family been treated for any mental health issues?
- What is your plan to maintain a strong marriage on the field?
- What do you do for fun, to unwind and to recreate?
- What are some fun activities you can do in your cross-culturally setting?
- How do you and your spouse and family deal with loneliness?
- Describe the balance between ministry, work and leisure.
- What citizenship status do you and your family maintain?

Responsibilities of the Candidate

Each position at MBC, whether it is at home or abroad, carries with it a unique set of responsibilities that is incumbent on the candidate to fulfill. If God and the church see fit to place a certain person into a pastoral ministry, his responsibilities will be different than a person put into the ministry of a Christian school. Although the responsibilities may vary between positions at MBC, they will not vary between home and abroad positions. There will be one set of rules and responsibilities for pastors at home and for those who seek to shepherd in an international settings (although the manner in which they carry out those responsibilities may differ.)

Because the specific job descriptions and the accompanying responsibilities of each position are so varied (and some not even thought of as of yet), it is impossible to detail every responsibility for every position in this global job description manual. As the need arises and God provides the people to put into ministry, job descriptions for each specific global ministry position at MBC will be developed and placed in an appendix in this manual.

Whatever the specific responsibilities of any position at MBC, it is assumed that the global worker will seek to fulfill the responsibilities of the various ministry positions to the best of their abilities serving Jesus Christ.²⁸ They will seek to cultivate an attitude and practice of faithfulness²⁹ to the ministry God and the church has placed them. They will function in the power of the Spirit allowing him to produce his fruit in them.

²⁸ Colossians 3:23 Whatever you do, do your work heartily, as for the Lord rather than for men;

²⁹ Matthew 25:21 His master said to him, 'Well done, good and faithful slave; you were faithful with a few things, I will put you in charge of many things, enter into the joy of your master.'

Whether it is in the ministry at home or abroad, they will honor and glorify God in all that they do. This includes gaining a practical use of the language and knowledge of the cultural as soon as possible.

For those in any global ministry, they will maintain good communication with MBC. They will share their joys and struggles so the church can enter their ministry with them even though they may be a world away.³⁰ In this way they will be building up the local body of Christ by giving them an opportunity to care for international believers spiritually and physically. Although one may serve on a foreign field, the church expects the global worker to have an interest in the body life of MBC. Although one may serve abroad, their responsibility to the local church and to the building up of that body has not ceased.

It is also the responsibility of the global worker if at all possible to become involved in a national local church in his or her international setting.

It is expected that fiscal accountability will be practiced and will be evaluated on a regular basis.

It is expected that the global worker will communicate any change of field, family situation or personal goals/struggles that would impact the global position or the worker's ability to carry out the responsibilities of that position with the pastoral staff.

It is further expected that the candidate once he or she is put into ministry will maintain the qualifications for that position and will live a balanced Christian life on the field.

³⁰ See Galatians 6

Periodic visits back to MBC will be scheduled based on the needs of MBC, the global servant, the international or cross-cultural ministry and the mission agency. It is expected that the worker if on extended vacation or furlough will minister at MBC. The exact details of that ministry will be worked out with the pastoral staff.

Responsibilities of MBC

The pastoral staff and the church body at MBC take seriously their responsibility for its staff both home and abroad. As the Lord provides we as a body are committed to provide a standard of living for each worker and support that will give the staff person the most opportunity for success in their ministry. To that end MBC would strive to provide:

- Either a livable salary or monthly support that would enable the worker to minister without financial distraction. If additional support is needed, the mission team or pastoral staff will help the worker by providing other local church contacts.
- Medical/health coverage (if the worker is sent out from MBC and not a mission agency).
- A fund for ministry projects on the field and/or the local church adopting ministry projects.
- Monies for continuing education (course work needs to be approved by the missions team).
- A retirement fund (after three years of full-time service at MBC).
- Periodic financial “love-gifts” when their ministry is highlighted at MBC.
- Regular scheduled vacation both on and off the field.
- Spiritual support from other believers at MBC.
- Regular, personal contact from the church body. This would include email, letters, phone calls, and if possible personal visits from church members. Included in this would be the possibility of short-term missions trips that would enable members of MBC to be personally involved in the ministry of someone they support in an international or cross-cultural setting.
- Pastoral support. This would include immediate access to pastoral staff for sharing, mutual encouragement, and counseling for the worker and his or her family.
- If the worker has school age children they may take advantage of MBC’s educational ministry, MCA, (grades 1-12). See the principal for the specific details.
- Reasonable notification if the worker’s position needs to be terminated for any reason.
- While at home on furlough, the worker will be given adequate time on a Sunday morning to present his or her work to the church body in a public setting.
- Full cooperation with the mission agency (if applicable).

Annual evaluation

To aid the worker in his ministry each year the church will conduct a ministry evaluation during a ministry leader interview. (See appendix C for a sample of the ministry evaluation form). Each year the staff person will be asked to complete the ministry evaluation form and set an appointment with their ministry leader.³¹ This form will provide the foundation to discuss and evaluate the staff person's ministry and his or her future direction. This form also allows the staff person to share how he or she believes the church and leadership can be a better help in the international ministry. This form must be signed by the staff person and the ministry leader responsible for the interview. After the interview the ministry leader will provide the pastoral staff with the completed form to be reviewed, and signed by someone on the pastoral staff. Once signed by the pastoral staff, the completed form will be filed in the staff person's personal file at the church.

If applicable, along with the ministry evaluation form, MBC also requires a letter of evaluation from the mission agency. This letter should evaluate the candidate's biblical character, his effectiveness in achieving his global strategy, and his humility and submission with others on the field or on the mission board.

If the staff person is involved in a national local church, MBC requires a letter from the pastoral staff concerning the character, work ethic, church involvement and love for others in his or her life.

³¹ If a personal interview is not physically possible or expedient, an interview may be conducted electronically after the staff person has completed the ministry evaluation form.

Appendix A

Questions³² to Ascertain Biblical Qualification For Any Global Position³³

- A. Above reproach* (1 Timothy 3:2)
1. Are there any habits in your life that might prevent you from having a good testimony?
 2. Does your personal life conform to the standards of Scripture and with your preaching?
 3. Has there ever been a specific charge brought against you for violating God's Word?
 4. Have you ever been arrested or convicted of a crime?
 5. Are you involved in any activity that is not in complete agreement with the principles and practice of MBC?
 6. Is there an area in your life now where someone could make a serious accusation against you?
- B. Committed to spouse* (1 Timothy 3:2; 8)
1. Have you or your spouse ever been divorced?
 2. Are you committed to your spouse morally, spiritually, emotionally and physically?
 3. Do you and your spouse pray together?
 4. Do you love your spouse as Christ loved the church? How do you accomplish this command daily? Does your spouse believe that you love in this manner?
- C. Temperate* (1 Timothy 3:2; 10)
1. Do Christians view you as a person of wise judgment?
 2. Can you control yourself in stressful situations?
 3. Have you been accused of speaking without thinking through all the consequences?
 4. Is your lifestyle characterized by balance and moderation?
- D. Prudent (1 Timothy 3:2)
1. Do you share personal problems you have heard with others in a joking manner?
 2. What characterizes your conversation?
 3. Do you feel that you are often the life of the party?
 4. Do you find humor in telling ethnic jokes?

³² These questions come from Dr. James King's class, Core Issues for Church Leadership in Global Ministry, MP-3, at Baptist Bible Seminary, summer 2004. I have edited some of the questions, the titles according to the NASB and have added scriptural references.

³³ All these categories are to be used to evaluate the qualifications for any global pastoral position. Categories that are marked with an * should be used to determine the biblical character of the candidate desiring a global service position.

- E. Respectable (1 Timothy 3:2)
1. Is there any activity in your life that would cause you to stray from the will of God?
 2. Are you "ultra" anything, i.e. Calvinist, dispensationalist?
 3. Do you establish specific goals for a ministry and attempt to reach them?
- F. Hospitable (1 Timothy 3:2)
1. Do you keep your home open to those who need spiritual or physical aid?
 2. Do you enjoy aiding people with a purpose to help them grow spiritually?
 3. Do you house missionaries, Christian workers, etc?
 4. Do you enjoy meeting new people and becoming acquainted with them?
 5. Do you invite neighbors over to your house?
- G. Able to teach (1 Timothy 3:2)
1. Do you feel you have the gift of teaching?
 2. What teaching experiences have you had in past ministries?
 3. Do you enjoy teaching?
 4. Have you ever been instructed in how to teach effectively?
 5. Have students ever told you that they enjoy your teaching and you are a good teacher?
- H. Not addicted to wine* (1 Timothy 3:3; 8)
1. Do you drink alcohol now?
 2. What do you feel about Christians who drink socially?
- I. Not pugnacious but gentle (1 Timothy 3:3)
1. What type of physical discipline do you feel is appropriate at home?
 2. Do you use physical discipline on children you minister to?
 3. Have you ever been physically or verbally assaulted? How did you respond?
 4. Have you been in a situation where you struck another person?
- J. Free from the love of money* (1 Timothy 3:4; 8)
1. Are you able to stay within the limitations of your budget?
 2. Do you expect great financial gain from the ministry?
 3. How do you define the phrase, "A laborer is worthy of his reward?"

- K. Gentle (1 Timothy 3:3)
1. How do you react when your suggestions in a meeting are turned down?
 2. Do you get along with other people easily?
 3. Do you argue over theology often?
 4. Are you willing to take a public rebuke from another Christian even when you feel that you have a valid position?
- L. Not a fighter (1 Timothy 3:3)
1. Can you deal with people and problems without getting angry?
 2. Can you control yourself in stressful situations?
 3. Are you easily angered?
- M. Not covetous (1 Timothy 3:4)
1. Do you become bothered when you realize that people in your church have more than you?
 2. Are you characterized by a desire to accumulate money and possessions?
 3. Are you willing to suffer financial loss for the work of the ministry?
 4. What type of financial base do you feel you need for retirement?
- N. One that manages well his own house* (1 Timothy 3:4; 12)
1. Do you feel your home is a God-honoring one?
 2. Do your children respect and obey you?
 3. Does your wife reverence you and submit to you?
 4. What do you do as a family to bring you closer to one another and God?
- O. Not a new convert and someone who has been tested in ministry* (1 Timothy 3:6; 10)
1. How long have you been saved?
 2. What religious training have you received?
 3. What ministries have you been involved in?
 4. Do you view yourself as spiritually mature?
- P. A good reputation with those outside the church (1 Timothy 3:7)
1. How do you manifest love and concern for neighbors who are unsaved?
 2. Approximately what percent of your non-church contacts know that you are a Christian?
 3. Have you been employed in a non-ministry job? If so, under what circumstances did you leave?
 4. Do people outside the church speak well of you? Give examples.

Appendix B

MCA Supervisor Ministry Description Revised July 1995

I. Purpose:

- A. To delineate the MCA Supervisor's responsibilities and associated level of acceptable performance by the Board of Elders.
- B. The responsibility/performance requirements set forth in this ministry description are not all-inclusive. Rather, they should be viewed as a point of reference as you minister to the local body of Christ through this position.

II. Responsibilities/Performance Criteria:

A. Goal

As a ministry of the church, Maranatha Christian Academy seeks to provide a Christ-centered educational program. As a supervisor (teacher) you are responsible to see that the day-to-day details of that program outlined in the School of Tomorrow Procedures Manual and MCA Handbook are carried out. The goal of the program is to help the child achieve the most they are capable of producing spiritually, academically, and physically.

B. Interact with students

- 1. Inspire achievement
 - a. During the academic day your attention and efforts should be directed toward the students, not administration, grading tests, reports, etc. You "supervise" a student through his/her work.
 - b. Encouragement should be provided to each student so as to allow each student to achieve the most they are capable of: spiritually, academically and physically.
 - c. Maintain a disciplined and orderly environment for students to achieve.
- 2. Discipline
 - a. The School of Tomorrow procedural manual and MCA Handbook provide adequate explanations on purpose of discipline and procedures to be followed at MCA.
 - b. If you are unable to resolve a disciplinary problem, The MCA principal or other designated elder will be contacted for assistance.
 - c. Under NO circumstances will a supervisor spank a student.

3. Extra-curricular Activities
 - a. The supervisor will coordinate with the MCA principal on all such activities.
 - b. The use of supervisor talent is encouraged in providing such activities, i.e., art, music, sewing, typing, automotive, etc.

C. Interact with Parents

1. Be an encourager to the parents and keep them informed of their children's progress in the academy.
2. The supervisor will insure that the parent-student-supervisor conferences are properly coordinated and conducted.
3. The supervisor need not wait for these scheduled conferences if a character deficiency is observed in a MCA student, which must be brought to the attention of the student's parents.
4. Be responsive to parent's questions and needs.
5. The MCA supervisor will assist in the School of Tomorrow Parent Orientation for parents of new students.

D. Administration

1. The supervisor reports directly to and is responsible to the principal or another elder if the principal is unavailable.
2. The supervisor is responsible for the learning center monitors to provide daily direction and guidance concerning learning center affairs and procedures.
3. The supervisor is responsible for the students in his or her care. No student should be left on school property or any school activity without proper supervision by the supervisor or an adult designated by him or her.
4. The supervisor is responsible to see that all needed curriculum and learning center material are available for the students.
5. The supervisor is responsible to maintain accurate student files including PACE tests, PACE Inventory, permanent records and permanent file, and academic projections for high school students.

E. Personal

1. Maintain personal purity and holiness.
2. Maintain personal and family devotions.
3. Maintain active church participation.
4. Maintain a distinctly biblical lifestyle for you and your family.
5. Consistent church service attendance and active participation in the life of the church body.

F. Miscellaneous

1. Attendance

- a. Academic day - 8:00 a.m. to 4:00 p.m. except earlier dismissal is permitted on Wednesday after staff meeting. Permission is required from the principal for early dismissal on any other day.
- b. Need for days off should be addressed to the principal. Vacation time is governed by Maranatha Baptist Church vacation policy. If the staff is unable to make it to school due to illness, weather or other circumstances, he or she should call the principal as soon as possible or between 7:30 - 8:00 a.m.
- c. Presence is required at all staff meetings, parent-student-supervisor conferences, parent fellowships, parent orientation and any other school functions.
- d. Yearly School of Tomorrow Staff Convention. Supervisors will attend a School of Tomorrow Supervisor's Training Program and yearly seminars as needed and required.

2. Reports

1. A MCA report will be presented to the church body at the annual business meeting. You will assist the principal in preparing this report as required.
2. Bring to the attention of the principal:
3. Any recommendations or issues that would enhance/degrade the performance of your duties.
4. Any item that might be of aid in helping the elder board fulfill their responsibilities to the church.

G. Dress

Generally, following MCA dress code. Ladies, dresses or skirts. Men, shirt and tie

Performance Evaluation

The incumbent's performance will be evaluated yearly by the principal to determine whether the MCA supervisor's responsibilities are being carried out adequately. (Please see ministry evaluation form.)

Works Consulted

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