

Residency Programming Resources

Ministry Development Program

College Wesleyan Church

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2013

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A Message from Pastor Steve

Four years ago, in response to a belief that God was asking our congregation to leverage our resources and be involved in helping to prepare and equip ministers for a life time of service within the local church, College Wesleyan Church set out on a journey—the journey of developing a Ministry Development Program. During the four years of it's existence, the MDP (Ministry Development Program) at CWC has taken some different forms and functions as we've attempted to keep our ear to God's heart, listening for what it is we're being asked to contribute to this important avenue of ministerial education. We've attempted to remain fluid and flexible, adjusting when things didn't seem quite right and continually looking at why we are doing what we're doing, how we are doing what we're doing, and who needs to be involved in what we're doing.

In addition to the excitement we feel about the men and women who have been involved in and sent out from the MDP at College Church, we're also thrilled at the number of churches that have called or emailed asking how they too can get involved with ministry development and establishing an apprenticeship ministry at their own churches. The reality is that no one church can impact the next generation of local church leadership alone, and no one method for facilitating ministry development fits every local church context. It's simply the value of a mixed economy--the greater the network of churches involved in ministry development, the richer and more diverse the preparation of the next generation of local church ministers will be.

To that end, we've compiled a list of many of the more frequently asked questions we at CWC have received about starting and maintaining a Ministry Development Program and made the answers to those questions along with some other resources available in this booklet. While your program may or may not resemble what we're doing at CWC in form, it undoubtedly shares the goal of seeking to better prepare and equip church leaders for life long ministry. And in the spirit of partnering with God where he

is active, we hope some of this information may be useful to you as you consider and prepare your church for embarking upon this exciting and worthwhile journey.

In Christ,

Steve DeNeff

Lead Pastor, College Wesleyan Church

Q&A Resident Pastor Program

Q: How long has College Wesleyan Church (CWC) had resident pastors & how many have you had?

A: The Ministry Development Program (MDP) (which houses the Resident Pastor Program) has existed for 5 years. To date, we have graduated four Resident Pastors from our program.

Q: How many Resident Pastors do you have presently?

A: We presently have three active Resident Pastors

Q: How long is your residency program at College Wesleyan Church?

A: Each Residency is two years long.

Q: What sort of pay do your resident ministers receive?

A: Resident Pastors receive an annual base salary of \$15,000.

Q: How do you arrange housing for Resident Pastors? What does that cost you?

A: While Resident Pastors are expected to find their own housing within the Marion-area, many CWC congregation members offer affordable rental options for our Resident Pastors. This kind of corporative partnership between congregation members and Resident Pastors has become a key component in our congregation's care for these emerging pastors.

Q: In what areas do Resident Pastors serve? Do they move around or get assigned to one staff person?

A: Resident Pastors are assigned an area of ministry, or focus area

in which they serve throughout the two-year Residency (e.g. Youth Ministry, Worship Ministry, Church Revitalization, Solo Pastoring, etc.). Each RP is assigned a Ministry Supervisor who is involved in that area of specialty. In addition to the assigned Ministry Supervisor, RP's interact with the entire staff team at CWC in numerous ways and benefit from a broad scope of interaction with both staff and lay leaders. Similarly, RP's also meet regularly with the Ministry Development Program Director who coaches and assists RP's in gathering and honing general ministry skills and experiences which might otherwise fall outside of their areas of focus. Finally, each RP is assigned a Spiritual Formation Mentor (SFM)—someone who is not on staff at the church but who has been approved by the Pastoral Leadership Team to serve as a spiritual advisor and friend. The SFM's role is purely to provide the RP's with a regular (weekly) opportunity to discover and process God's activity within their lives. (see *Appendix A* for a visual diagram of the CWC supervisory structure for RP's and *Appendix B* for more information on the role of the Spiritual Formation Mentor)

Q: How do you recruit Resident Pastors to apply?

A: Open Resident Pastor positions are posted each January at www.collegewes.com/resources (see the employment tab) and www.wesleyan.org/employment

Q: Do you have an application they fill out?

A: Yes. To apply for a Residency, candidates must complete the online application (located at the above web addresses) and submit a complete ministry résumé. Applications are automatically sent to CWC (via the web). Résumés are emailed to Emily.Vermilya@collegewes.com (See *Appendix C* for a sample application and *Appendix D* for a sample position posting)

Q: What is your process for sorting, interviewing and choosing

Resident Pastors?

A: Each November, members of the CWC pastoral staff team can apply to house a Residency within their area of ministry for the upcoming 2-year period. These applications are processed by the Executive Leadership Team at CWC (Senior Pastor, Executive Pastor, Spiritual Formation Pastor, Worship and Ministry Development Pastor) and positions are posted by the following January. Ministry members seeking to house an RP submit a thorough plan explaining how they believe they can be a part of helping shape and supervisor an RP, incorporating him/her into the existing ministry while also spending adequate time teaching and instructing the Resident. Resident Pastors are NOT supplementary staff positions and are not assigned when there is not compelling evidence showing that a) the RP will be carefully shepherded by the ministry leader and b) the ministry given to the RP can be maintained by the existing ministry staff once the RP's two years of residency are complete. (See *Appendix E* for an example of the application staff members must complete before being awarded a Residency within their area of ministry).

Once positions are awarded to a ministry area and posted, applications are received during the months of January and early February. In late February, a search team is formed and begins the process of assessing applications and résumés, making initial phone interviews and reference calls, and finally planning SKYPE interview appointments to qualified candidates. Ideally, an on-site visit with the final RP candidate(s) takes place within a few weeks time and positions are offered no later than mid-March, with the hopes of new RP's beginning their service at CWC in early summer. The timeline of this process is flexible depending upon the position. (See *Appendix F* for overview timeline of the process for hiring RP's at CWC)

Q: How many applications do you get for each resident position?

A: There have been an average of 8-10 full applicants per Resident

position to date.

Q: Are all your Resident Pastors Wesleyans or do you take others?

A: Not all Resident Pastors at CWC are Wesleyan; however, Wesleyan applicants are encouraged as we ultimately seek to resource the denomination with trained and equipped leaders for service.

Q: Do you take married Resident Pastors too or only singles?

A: Married individuals and those with children are more than welcome to apply for Resident Pastor positions at CWC.

Q: Do all your Resident Pastors go on to be ministers or do some drop out?

A: We can't, of course, dictate the future of what our Resident Pastors will do once they leave the RP program. That said, all four of our present Resident Pastor graduates are all actively serving in ministry.

Q: What sort of "personal supervision" do you give to Resident Pastors?

A: Resident Pastors take part in Development Workshops every other week—90 minute seminars geared toward informing and addressing various aspects of the minister's life and calling and presented by both members of the CWC Staff team, District officials, and congregation members who are experts in various fields. Personal financing, Interpersonal Communication, Understanding Life Calling, Navigating Family and Ministry, Creating a SAFE Church, Leading Effective Meetings, Dealing with Clergy Failure, Life Mapping, and Pastoral Care and Counseling are examples of the workshops offered to Resident Pastors and other

members of the Ministry Development Program at CWC. Additionally, RP's are offered the opportunity to take part in conferences such as the Willow Creek Leadership Summit, Re-Equip Leadership Conference, and other similar conferences that may be more specific to their specific area of ministry.

Q: How many hours a week do Resident Pastors work?

A: Resident Pastors are paid to work 29 hours a week: 25 ministry hours and 4 personal development hours (workshops, mentoring, seminars, etc.)

Q: Have you ever taken a Resident pastor who was already attending your church?

A: Yes. However, all applicants are subject to the same search and decision process. It's always wonderful when we find someone within our own congregation who is qualified for this level of leadership investment; but it's also exciting for us to host developing ministers from other areas of the nation and world.

Q: Do all your Resident Pastors work in your own local church or have you ever shared one with another church or ministry?

A: Our traditional RP program houses Resident Pastors within CWC. However, we are presently piloting two new one-year programs that place the minister in another church context for service (see Appendix H for descriptions of the current programs being facilitated through CWC's Ministry Development Program). Additionally, all our RP's interact with ministers from various local congregations ranging in size and demographic make-up.

Q: How do you pay Resident Pastors—on an hourly basis or salary?

A: Resident Pastors are offered an annual salary; however, in order to honor the RP and ensure there is not an abuse of his/her time, RP's are asked to maintain an hourly time sheet (submitted bi-weekly) for accountability purposes and to ensure we are not violating IRS labor/wage policies.

Q: Are there legal and wage-and-hour issues a church needs to consider in a Resident program?

A: Resident Pastors are paid in accordance with labor laws – at least minimum wage, and overtime if applicable, and are instructed to submit timesheets that include all hours worked for the church's documentation. The exception to this would be a licensed/ordained minister, as ministers are exempt from labor laws.

Q: How do Resident ministers pay their school debt? Can they hold another part time job?

A: Part of why we attempt to compensate our RP's at the level we do is because we know that almost all college graduates have some form of school debt. We don't encourage RP's to defer their payments on these loans because, in reality, the debt will come due sooner or later and there are no guarantees the minister will be in better financial shape later than they are now. To that end, RP's are offered the assistance of financial coaches from within the CWC congregation if such assistance and coaching is desired.

Q: Do all Resident pastors work the same hours or are they varied?

A: The hours are uniform: 25 ministry hours, 4 development hours per week. This may vary from week to week (depending on what's happening with that RP's assigned area of ministry), but on average, this hourly breakdown applies across the board.

Q: Do you have some sort of regular “equipping” events for Resident Pastors?

A: Resident Pastors attend a minimum of one equipping event per week. These events include Ministry Development Workshops (see above and *Appendix G* for more info), observing and participating in monthly Ministry Leadership Team meetings, and participation in other conferences and seminars throughout the duration of the Residency. Additionally, each cohort of Resident Pastors is involved in an ongoing book study throughout their time at CWC, engaging texts that range in content from personal development, leadership development, and spiritually formative materials.

Q: What has been the “curriculum” or topics you use for these training meetings?

A: Ministry Development Workshops are determined largely upon the human/teaching resources we have within our congregation and local community. That said, a major goal of this curriculum is balancing ministerial knowledge and growth with personal and spiritual development. (see *Appendix G* for a list of MDP Workshops offered at CWC)

Q: What other opportunities do Resident Pastors have to experience training?

A: While each Resident Pastor is given his/her own area of responsibility and leadership within the overall ministry of the church, they are never without access to other staff or laity who can assist them in learning about how to go about these assigned responsibilities. Weekly meetings with the assigned ministerial supervisor, monthly meetings with the Ministry Development Program Director, daily access to the greater ministerial staff at CWC, regular access to retired ministers within our congregation, and accessibility to a myriad of supportive, informative lay people from within the CWC congregation all contribute to the overall training of each Resident Pastor.

Q: What has been the major advantage to College Wesleyan Church of having Resident Pastors?

A: The Resident Program at CWC has been advantageous in two dominant ways: first, we are seeing our graduates gain useful and enlightening experience in the local church which they are carrying into the settings to which God calls them post-residency; second, both our staff and our congregation are embracing Paul's challenge from 2 Timothy 2:2 and playing a role in training and equipping the next generation of church leadership. Our entire church is playing a significant role in the lives and development of these men and women!

Q: How much time does it take from the staff to operate the Resident program—when you first started and now?

A: When the MDP at CWC first began, it was led by a volunteer from within our congregation (a Wesleyan-ordained minister). As the program began to take root, a part-time staff person was appointed to provide leadership for this program. Today, the program is still led by a staff person who leads two different programs within the church. This person's responsibility include administrating the program, recruitment and hiring of Resident Pastors, training and equipping Ministry Leadership Team members to serve as Ministry Supervisors for the Resident Pastors, facilitating congregational involvement, and leading other training programs which fall under the categorization of Ministerial Development (ongoing education opportunities for staff, internships, practicum student participation, as well as new ministerial development programs being formed in response to God's prompting at CWC).

Staff members serving as Ministry Supervisors for Resident Pastors carry significant responsibility within the Resident Pastor Program. Weekly supervisory meetings as well as ongoing coaching, assistance, and guidance of the Resident Pastor require time and commitment from the supervisors. This role cannot be underestimated or be taken lightly when considering which ministry

team members are capable of serving as Ministry Supervisors for Resident Pastors. These individuals must have the capacity to balance their own ministry load while also giving individualized attention to the Resident.

Q: Do you help Resident Pastors find a job when they are finished?

A: During the final 6-8 months of a Residency, efforts are made to help the RP identify potential ministry placements within The Wesleyan Church. Résumé building and editing assistance is provided as well as strategic networking with local churches to assist the Resident in finding a local church environment in which he/she will thrive.

Q: Do you ever hire a resident minister—that is, the Residency functioned as a two-year “candidacy” for a full time job?

A: The goal of the Residency Program at CWC is to aid and assist developing ministers so that they can have longevity and success in life-long service to the local church. This being so, there are times when the staffing needs of CWC align with an RP’s calling, gifts, and skills in such a way that it seems logical for CWC to hire that individual as a regular staff pastor following the Residency, so we have at times hired an RP for full time ministry after their two-year residency was finished. However, in most cases we have sought to resource other local churches with strong, equipped ministers who have graduated from our Residency program.

Q: What is a Resident’s “normal” weekly schedule?

A: The weekly schedule of each Resident Pastor will vary depending upon his or her specific ministry responsibilities. Tuesdays are generally an all-staff meeting day (staff meeting, Ministry Development Workshops, Ministry Leadership Team meeting, etc.) where Resident Pastors are all expected to be on-site. Sunday morning worship is another time in the week where nearly all

Resident Pastors are expected to be present and engage with the congregation.

Q: Do Resident Pastors in your program typically have supplementary employment?

A: In most cases, RP's at CWC are bi-vocational. Some have worked as baristas, some as lifeguards, and still others have chosen to pursue further education (seminary) while engaging the Residency. Whatever the case, RP's are expected to keep their ministerial responsibilities as the higher priority and are expected to work out their supplementary work schedule in such a way that honors their ministerial responsibilities.

Q: When you first started having Resident pastors how did you get into it without doing all the stuff you now have added?

A: Whenever a church engages in something new (like a Residency Program), they must be willing to learn as they go—this is what we did. One of the most important things we've learned is that those staff members assigned as supervisors of the RP's *must be prepared* and equipped for such responsibility. Staff supervisors cannot go into this thinking they've just been given another staff member who can lead another aspect of the ministry with scant supervision. Staff supervisors need to understand that their role as mentor and coach really might mean a decrease in what they themselves are able to accomplish each week because so much of their time will be spent with the Resident, coaching and training.

One great way to start is by engaging one Resident for the first two years. Perhaps that individual is even someone from your own congregation (ours was). This way, you're not having to start completely from scratch; rather, you're seeking to formalize the mentoring and shepherding you likely were already doing with someone from within who's expressed God's call on his or her life to ministry.

Starting with a general outline of what all will be required of the Resident and those directly involved in coaching and supervising is a great place to start. The real adventure is keeping an ear to God's heart in all of this and seeing the ways He will put new and differing opportunities in your church's path that will cause you to tweak and expand the program you begin with.

Q: What is some advice you'd give to another church considering starting a Resident program—the things they ought to hear from a church that has done it so long that they might not be aware of just starting out?

A: Every church has a unique and distinct offering to make in the development of the Church's future leaders: different resources, different environments, different strengths, different personnel who will contribute to the shaping of these individuals. Start with a basic structure and then seek to employ your church's specific strengths in further developing your apprenticeship program.

Appendix A: Resident Pastor Supervisory Structure

The following is the basic structure CWC has used for supervising Resident Pastors. Ensuring that each member of the supervisory team understands his/her role in the overall Residency has been key to facilitating successful Residencies that maintain harmony and synergy within the staff team.

Ministry Supervisor

- Directly assigns and oversees ministry responsibilities of RP.
- Directly supervises and evaluates performance of RP.
- Works in conjunction with the Ministry Development Director to ensure RP's overall success and development.

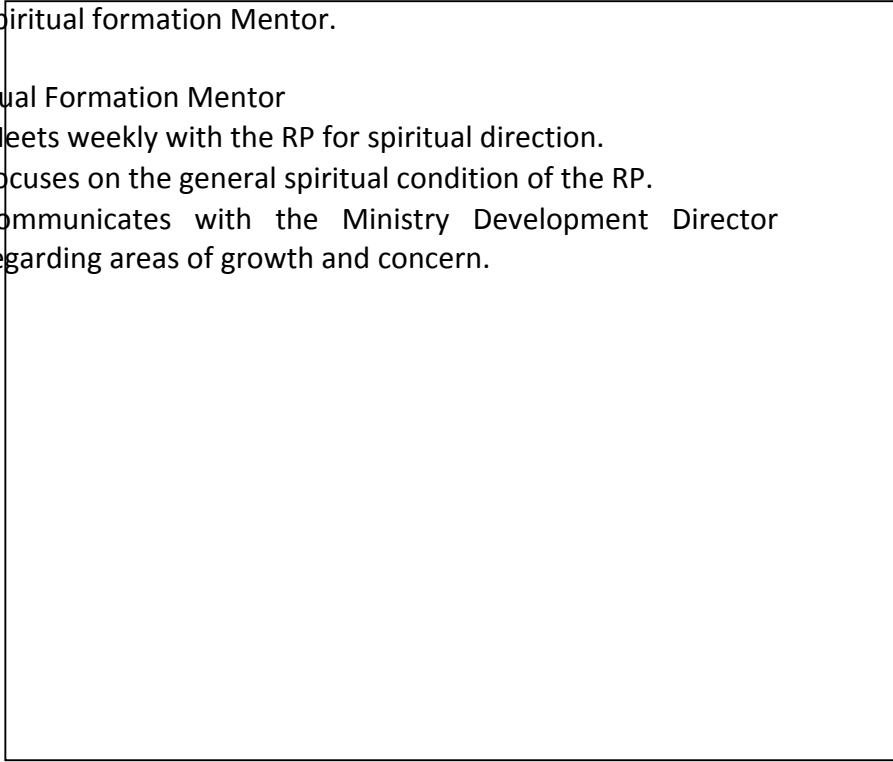
Ministry Development Director

- Oversees general ministerial development of RP.
- Coaches RP in areas of personal and professional development.
- Facilitates relationship between RP, Ministry Supervisor, and Spiritual formation Mentor.

Resident Pastor Supervisory Structure

Spiritual Formation Mentor

- Meets weekly with the RP for spiritual direction.
- Focuses on the general spiritual condition of the RP.
- Communicates with the Ministry Development Director regarding areas of growth and concern.



Appendix B: Spiritual Formation Mentor Handbook

Because the Spiritual Formation Mentors for RP's at CWC are to be non-staff members (i.e. volunteers), it has been extremely important for us to provide these team members with a basic outline of the role and some general instruction as to the specific nature of their important role within the Residency Program. The following information has been compiled into a simple handbook and distributed to all serving as Spiritual Formation Mentors walking alongside our Resident Pastors. This information also assists the Resident Pastor in further understanding the role of the SFM and his/her role in their overall Residency.

Spiritual Formation Mentor Handbook

Introduction

Thank you for your willingness to serve as a Spiritual Formation Mentor for the Ministry Development Program at College Wesleyan Church. The Ministry Development Program at CWC exists to holistically invest in emerging and active church leaders by inviting men and women to critically engage with their call to the local church through spiritual development and ministry leadership. An important part of this process is an intentional investment in the spiritual formation and direction of emerging church leaders through one-on-one spiritual formation mentoring. This handbook serves as a resource to you, the Spiritual Formation Mentor. It is my hope that as mentors, you will also find great benefit and blessing through this experience as you play a significant role in raising up the next generation of church leadership. Thank you for the investment you are making in serving as a Spiritual Formation Mentor. May you find great joy in nurturing and spiritually shaping your mentees!

What To Expect

Spiritual Formation Mentors are commonly defined as counselors, teachers, or encouragers. In our modern world, filled with technology and information, Spiritual Formation Mentors (SFM's) play a special role as they are more than just another source of facts and figures. SFM's embody wisdom, experience, and knowledge and bring the application and purpose of knowledge to life. SFM's are those who care about their mentees both personally and as future leaders of the Church and who seek to engage the entire person in the relationship. In essence, SFM's are instructors, examples, friends, and guides.

Mentor Expectations

As SFM's for the Ministry Development Program at CWC, you will certainly have the opportunity to shepherd your Resident Pastor or Intern in all of these ways. But because this is a limited-time

commitment (the duration of this arrangement will be determined by both you and the Resident Pastor or Intern), your specific role as a SFM is to come alongside these emerging ministers in the following ways:

- Provide approximately one hour of spiritual formation guidance or direction to your mentee each week. This can be accomplished through a combination of face-to-face conversations or directed learning experiences. For instance, one week as you meet face-to-face with your mentee, you may hear that he/she is wrestling with the discipline of silence and finding time to be quiet and still before the Lord. You may assign them to spend next week's hour of Spiritual Direction time in silence—somewhere away from their usual environment, seeking the voice of God. Two weeks later, you might meet with your mentee again, face-to-face, to discuss the impact of this experience and discuss ways that your mentee can continue to facilitate growth in this area.
- Pray daily for your mentee. Specifically, pray for your mentee's spiritual growth and guidance, being mindful of areas your mentee has expressed desire in which to grow and be transformed by the work of the Holy Spirit.
- Direct your formal meeting times and conversations with your mentees toward acute focus upon spiritual guidance and direction. It would be easy for your mentees to fill up an hour each week discussing their ministry endeavors—their successes and failures, frustrations and joys in ministry. But your role is to guide and direct mentees spiritually. While ministry experiences can certainly illuminate spiritual growth or deficiency, be sure the majority of your conversation is geared toward spiritual guidance and direction versus ministry tactics or tales.

Mentee Expectations

Mentees, like mentors, must meet certain expectations in the Spiritual Formation Relationship. In all cases, it is the responsibility of the mentee to initiate dialogue with you, their mentors. Specifically, mentee expectations include:

- Identifying mentors and reporting intended mentor 's name to the Ministry Development Program director for approval.
- Initiating the scheduling of all Spiritual Formation Mentoring appointments.
- Following through with all spiritual formation assignments made by mentors as part of the mentoring process.
- Demonstrating a Christ-like, servant-hearted attitude in all interactions with mentors and their congregations.

Encouraging Spiritual Growth

Within the journey of ministry development, it is important for emerging ministers to be engaged with others who are specifically devoted to their spiritual growth and development. The following section outlines some areas of spiritual formation in which you, as SFM's, will have the opportunity to invest in your mentees.

Discussing Spiritual Journeys

Learning about your mentees' spiritual journeys up to this point in their lives is an important part of the mentoring relationship. Similarly, it is important that you also share about your own spiritual journeys, allowing students to have the opportunity to learn from your life and calling to ministry as well. Here are some basic questions that may assist you in beginning this conversation:

- Where do you come from? (i.e. geographically, history in the church, information about family, etc.).
- Who do you understand God to be and how do you find God to be active in your life today?
- How and where did you receive your call to ministry?
- Who are some influential people in your life and pursuit of ministry?

Experience Worship Together

As actively engaged Ministry Development participants, it can be difficult to find times and places to worship regularly without the concerns and responsibilities of leadership. Most of the time, the corporate worship service is a place of service and a time for your

mentees to use their gifts and energies to assist others in worshipping God. So it is important for these ministers to find a separate time and place to join others in worship. One way to engage your mentees' spiritual development is by finding a worship service (outside of CWC) you can attend together. Doing so allows your mentees to experience the corporate actions of worship as well as the opportunity to see you, as mentors, model for them the importance of making worship a priority. The setting does not need to be extravagant or ornate. Perhaps you could attend a mid-week prayer or chapel service together for which they have no responsibility, then use this experience as a conversation starter for your next face-to-face meeting time. In your conversations regarding the importance of making time to worship while serving, consider emphasizing the following:

- It is of great importance to establish regular times of worship while you are serving in ministry. What is the spiritual significance of doing so (or not doing so)?
- It allows you to model for your mentees lives of vibrant and intentional prayer and praise.

What you do will be as important as what you say. This may also allow you to ask your mentee how they believe their life of worship and prayer—their spiritual formation— is impacting their ministry and those they serve.

Engage Spiritual Disciplines

Just as you inquire about your mentees' spiritual journeys, it will also be beneficial to learn more about the mentees' present spiritual habits and disciplines. This is, of course, a very personal question, so be sure you have solidified firm relational foundations with your mentees before probing this area of their spiritual walk. When you make the inquiry, be sure and share some of your own practices with your mentees and assure them that while serving in ministry, it is important to continue growing.

Questions you might ask could include:

- How and when are you being fed spiritually, specifically before serving others?
- Are their spiritual disciplines you find easier or harder than others in which to participate? Why?
- Is there a spiritual discipline that I can help encourage, educate, or embark upon with you throughout this semester?

Grow Together

In an effort to further cultivate spiritual and relational growth, consider inviting your mentees to join you in reading a specific devotional guide, book of the Bible, or other spiritual resource throughout the course of your Spiritual Formation relationship. Use the content of this resource as discussion material during your weekly meetings. In doing so, you will not only be challenging your mentees to further their own spiritual development, but growing yourselves as well.

Cultivate The Mentor/Mentee Relationship

Part of being a mentor is committing yourself to the cultivation of relationships with mentees whom you may or may not have previously known. Depending on the level of commitment and investment by both you and your mentees, there is great potential in the spiritual formation relationship to develop lifelong friendships and ministry partners. This does, of course, require great effort on the part of all participants. But as mentors, you can encourage the relationship in a number of ways which require only a little extra effort, yet have the potential to yield significant results.

Include Social Components

Once or twice during the course of your mentorship, consider meeting with your students on a social level in an attempt to learn more about them as people, not just mentees or ministers. This could be done by meeting up for a simple cup of coffee or by inviting them to join you for a community event with a group of your family or friends. Incorporate other friends or family members into these social gatherings so the mentee truly feels the relational investment and does not think this is just another formal meeting.

Form A Prayer Partnership

Be sure to lift your mentees up to God regularly in prayer and let them know you are doing so. This could be done through a simple email sent to your mentees each week which includes a brief prayer for them or which lets them know you've prayed for them that day. Additionally, consider asking your mentees to be praying for you throughout the relationship, including them as part of your existing prayer team or by sending them two to three specific prayer requests on a regular basis.

Conclusion

Once again, thank you for your willingness to serve as Spiritual Formation Mentors for the Ministry Development Program at CWC. As you embark on this journey, may you find great delight in investing yourselves into other members of Christ's body who are called to serve. May you also find great satisfaction in having the opportunity to mold and shape the future of the church by mentoring its future leaders. Thank you!

My son, if you accept my words and store up my commands within you, turning your ear to wisdom and applying your heart to understanding –

indeed, if you call out for insight and cry aloud for understanding, and if you look for it as for silver and search for it as for hidden treasure, then you will understand the fear of the LORD and find the knowledge of God. For the LORD gives wisdom;

From his mouth come knowledge and understanding. He holds success in store for the upright,

he is a shield to those whose walk is blameless, for he guards the course of the just and protects the way of his faithful ones.

(Proverbs 2: 1-8)

Appendix C: Application for Employment

The Application for Employment is a standard document used at CWC for all employment searches. In order to maintain appropriate employment files for all employees (including Resident Pastors), this document is kept on file, only for those candidates being offered the RP position.

Application for Employment

Thank you for your interest in a ministry position at College Wesleyan Church. We are praying that God will make His plan clear to you and to our church as we explore your interest and as you explore CWC. Please complete the following form and submit to: Emily Vermilya: Emily.vermilya@collegewes.com (e-mail submission is preferred, but if you do not have e-mail access presently you may mail your packet to his attention at College Wesleyan Church, 200 East 38th Street, Marion, IN 46953.) When submitting an updated résumé that answers some of these same questions please attach it as well and simply leave blank or say: "See Résumé." We value your time and do not wish to make this process an undue burden on you. If you have any questions, we invite you to contact us by e-mail or phone (765-674-8541.)

Name: _____

Position for which you are applying:

Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-mail Address: _____

Personal website or blog: _____

Social Security Number: _____

Are you a citizen of the United States? Yes/No

If not a citizen of the U.S., can you be legally employed in the United States? Yes/No

Have you ever been convicted of a crime? Yes/No

If yes, please explain:

May we contact your current employer? Yes/No

If no, please explain:

If yes, give the following information:

Current Supervisor: _____

E-mail Address: _____

Phone Number: _____

Christian Testimony:

Please give a brief summary of your relationship with Jesus Christ (200-600 words preferred).

Interest in This Position

Tell why you are interested in this ministry position at this time. Why do you believe you would be a good fit for this role?

Hindrances

Is there anything that we should know about your lifestyle that could potentially hinder your Christian testimony and example as a member of a Wesleyan Church staff?

Prior Work Experience Related to this Position (If on your resume you may leave this section blank)

Name of Church or Organization	Role	Beginning Date/Ending Date	Phone Number

Other Work Experience (If on your resume you may leave this section blank)

Name of Organization	Role	Beginning Date/Ending Date	Phone Number

Education (If on your resume you may leave this section blank)

School	Program of Study	Hours or Degree Completed

Church Background (If on your resume you may leave this section blank)

Name of Church	Location	Denominational Affiliation	Did you attend or become a member?

References (If on your resume you may leave this section blank)

Please provide the names, e-mail address and telephone number of **at least three** people who can serve as a reference for you as you are considered for this position.

Name	Relationship / years known	E-mail	Phone Number

Personal (** The following four questions are voluntary.*)

Date of Birth: ____/____/_____

Sex: _____

Marital Status:

___ Single ___ Married ___ Divorced ___ Remarried

Family:

Spouse's Name (if any): _____

Children's Names (if any): _____

Statement of Acknowledgement

By completing and submitting this application you acknowledge that: (1) falsification of information in this application will result in its cancellation and, if employed, may be cause for dismissal; (2) employment is subject to satisfactory reference, criminal background, employment checks and verification of employment status, pursuant to the Immigration Reform and Control Act of 1986.

Name: _____

(Typing your name in this space and e-mailing it serves as a signature.)

Date: ____/____/_____

College Wesleyan Church operates in accordance with federal legislation which, as amended, prohibits discrimination on the basis of age, race, color, sex, national or ethnic origin or disability and provides for secure handling of all personal and educational records and materials. No question on this application is intended to secure information to be used for such discrimination.

One of our Six Strategic Themes at College Wesleyan Church is "INCLUDING."

When we say "Including", we mean that College Wesleyan Church commits to bring those who are missing to the table of God. It is the way of the world to separate, to emphasize distinctives (the ways in which we are different) out of fear that we will lose our identity if we give them up. But in Christ we come together out of a common

need and a respect for the ways in which God has revealed Himself in the other person. When we include, for instance, the poor, or the minority or children who cannot read we do so, not with condescension, but because they have something of God in them that we will never see until we include them in our family.

Contact Information:

Dr. Emily A. Vermilya, Ministry Development Program Director

emily.vermilya@collegewes.com

College Wesleyan Church

200 East 38th Street

Marion, IN 46953

www.collegewes.com

Appendix D: Resident Pastor Job Description: Associate Pastor

CWC Staff members seeking to incorporate and mentor a Resident Pastor within his/her specific area of ministry are required to submit an application to be granted such a position. The following application is an example of what CWC staff members are required to complete in this stage of the RP hiring process.

Resident Pastor Job Position: Associate Pastor

Details:

- Resident Pastor (29 hours – 25 ministry hours/4 development hours)
- Candidate must have a minimum of a Bachelor's Degree and must be able to articulate a clear call to ministry.
- Ordination or person pursuing ordination preferred
- Ministry degree preferred

Position Summary

The Resident Pastor has the role of assisting the Ministry Leadership staff in developing and executing various areas of ministry at CWC. The Resident Pastor will spend approximately six months focused in four different areas of ministry throughout the residency, aimed at exposing and developing general pastoral skills and gifts within an active ministry setting. These areas include, but are not limited to the following:

CONGREGATIONAL LIFE:

The RP will practice skills in care-giving in The Church. This will include, but not be limited to

- Hospital visits,
- Home visits,
- Follow-up with people who have requested prayer on Sundays
- Caring for those who are dying
- Funeral and grief care
- Sunday morning congregational care
- Connections ministry
- Build and supervise a team of volunteers

WORSHIP LEADERSHIP:

- Participate in the facilitation of weekly worship services (hosting venues, participating in special services, etc.)
- Preach occasionally for Sunday evening services
- Participate in worship planning meetings
- Participate in worship debriefing meetings

ADMINISTRATION & CHURCH LEADERSHIP:

- Attend and observe meetings of Local Board of Administration, Board of Trustees, Finance and Stewardship committee, Personnel Committee, etc.
- Assist in leading various meetings
- Assist in the facilitation of growth and productivity of other, part-time staff members
- Manage various projects as assigned

SPIRITUAL FORMATION:

The RP will practice skills related to building a culture of spiritual formation. This will include, but not be limited to:

- Assisting with the planning of Soul Shift – All Church Emphasis
- Take the Soul Coach Training course
- Recruit and lead a small group
- Support small group leaders
- Support Sunday School teachers
- Lead a Cross Walk Bible Study
- Preach on a Sunday Night

- Assist in developing the Spiritual Formation strategy at CWC

Additionally, the Resident Pastor will be given the opportunity to develop his/her general pastoral skills by participating in the following ministry activities:

- Lead a ministry team meeting
- Lead a prayer meeting
- Wedding Shadowing
- Funeral Shadowing
- Baptism Shadowing
- Serving as a Pastor on Call
- Planning a budget for a ministry area or event
- Integrate a new comer to a place of belonging within the church

Ministry Development

Ministry Development Hours (4 per week) will be assigned by the Ministry Development Program Director in conjunction with the greater goals and vision of the CWC MDP. These hours will include (but may not be limited to) personal growth, ministry education, spiritual formation, life skills, ministry development trips, coaching, etc.

Each Resident Pastor, in conjunction with the Ministry Development Program Director, is responsible to identify a Spiritual Formation Mentor (non-CWC staff member) with whom they will spend approximately one hour per week with in intention spiritual conversation and guidance. This one hour per week is paid and can count toward the Ministry Development hours.

Interested persons should submit an updated résumé and Application for employment (www.collegewes.com/employment) to Emily Vermilya at Emily.Vermilya@collegewes.com

Appendix E: Staff Application to Supervise Resident Pastor

CWC Staff members seeking to incorporate and mentor a Resident Pastor within his/her specific area of ministry are required to submit an application to be granted such a position. The following application is an example of what CWC staff members are required to complete in this stage of the RP hiring process.

Staff Application To Supervise Resident Pastor

Resident Pastor Proposal for (year): _____

MINISTRY AREA: _____

PROPOSED MINISTRY SUPERVISOR: _____

DATE SUBMITTED: _____

Overview of Request:

In 300 words or less, please provide an overview of the goals of your ministry area and how incorporating and supervising a Resident Pastor would fit into the overall objectives of your team's ministry.

Job Description:

Please write out (or attach) a job description for the Resident Pastor for which you are applying.

(As a reminder: the RP position is 30 hours a week: 25 ministry hours and 5 developmental hours. RP responsibilities should incorporate a level of expected ministry leadership and ownership--responsibilities beyond mere "tasks"; however, please remember that this is a two year position and you are not guaranteed a replacement staff position after that period of time).

Residency Fit:

The goal of the MDP Residency Program is to holistically invest in emerging church leaders by inviting men and women to critically engage with their call to the local church through spiritual development and ministry leadership. Please briefly describe how you feel this position fits better into the category of Resident Pastor versus Part-time paid staff (non-MDP).

[Add space for response in your form]

Description of an Ideal Candidate

Please give a brief description of the ideal candidate for this position (be specific in terms of gift-mix, character qualities, strengths, etc.)

[Add space for response in your form]

Description of what your ministry area has to offer the Candidate/Position:

Please briefly describe what you believe your ministry area, specifically, has to offer to this position or to a candidate seeking this position.

[Add space for response in your form]

Description of Ministry Supervision Strategy:

Please briefly describe your plan to supply sufficient and significant ministry supervision for this position.

[Add space for response in your form]

Appendix F: Ministry Development Program Timeline Sample

The following is a general outline of the annual timeline employed in the process of hiring Resident Pastors at CWC.

Ministry Development Program Timeline Sample

October	Reminder email will be sent to Ministry Leadership Team members, stating that MDP applications will be received during the month of November
November	Applications for Resident Pastors, School Year Internships, and Summer Internships will be received
December	Applications will be distributed to Executive Team for Review
January	Awarded MDP positions will be announced
February	Positions will be posted / applications distributed and accepted
March	Interviews scheduled
April	MDP hires announced
May	Celebration of outgoing MDP participants
June	New RP's and Summer Interns Orientation
July	Summer MDP activities
August	Summer MDP activities / Celebration of outgoing MDP participants (Summer interns)
September	New School Year Intern Orientation

Appendix G: Ministry Development Program Workshops

The following lists outline the types of workshops offered to Resident Pastors at College Wesleyan Church during a typical 2-year residency.

Effective Teaching and Preaching (Series of 4 workshops)

- Pastoral Care and Counseling (Series of 3 workshops)
- Leading Effective Meetings (Series of 3 workshops)
- Leadership (Volunteer) Recruitment and Managing Human Resources (Series of 3 workshops)
- Handling Difficult People and Conflict (series of 3 workshops)
- Impacting Change Development Program Workshops 2012-2013
- ~~Résumé Building and Maintenance~~
- Creating a “SAFE” Church: Creating and Enforcing Sexual Misconduct policies within the Local Church
- Forming and Leading a Search Committee (series of 2 workshops)
- Budgeting and Local Church Finance and Stewardship (series of 2 workshops)

Understanding Who You Are Part 1: In-Div Assessment

- Understanding Who You are Part 2: Strengths Finder Assessment
- Creating a Story Telling Church
- Identifying and Achieving God's Purposes for Your Life (series of 3 workshops: Pursing a Focused Life, Destiny Processing 1,

Ministry Development Program Workshops 2013-2014

Destiny Processing 2, Writing a Personal Mission Statement)

- Understanding a Call to Ministry
- Finding & Maintaining Balance in Pastoral Ministry
- Transitioning into a New Local Church Setting
- Understanding the Privilege of Serving Within the Local Church
- Funeral Care and Planning
- Leading Others in Studying God's Story
- When Clergy Fail
- Leading a Globally Minded Ministry
- The Church and The Community

Appendix H: Ministry Development Program Vision

The following lists the vision and various components of the ministry development program.

Ministry Development Program Vision

The Ministry Development Program at College Wesleyan Church exists to holistically invest in emerging and involved church leaders by inviting men and women to critically engage their call to the local church through spiritual development and ministry leadership.

The **CWC Resident Pastor** position is a two-year ministry placement which allows developing pastors the opportunity to serve in the local church while also receiving leadership training, spiritual guidance, and ministry mentoring. Working alongside the Ministry Development Program Director, a Ministry Mentor, and personal Spiritual Formation Mentor, Resident Pastors serve 29 hours each week (25 hours of ministry service/4 hours of structured development activities) and receive compensation for their service. At the conclusion of the two-year residency, participants are assisted in finding ministry placement within The Wesleyan Church.

The **CWC Summer Internship** is a 13-week ministry induction in which the intern serves 24 hours per week (22 ministry hours, 2 developmental hours) within a specified area or ministry of the church. The goal of the Summer Internship is to allow the participant an opportunity to observe and participate alongside a seasoned pastor within a particular area of ministry while providing general ministry coaching and personal development through the overall Ministry Development Program resources (workshops, monthly advisory sessions, etc.).

The **CWC School-Year Internship** is a 34-week ministry induction in which the intern serves 12 hours per week (10 ministry hours, 2 developmental hours) within a specified area or ministry of the church. The goal of the School-Year Internship is to allow the participant an opportunity to observe and participate alongside a seasoned pastor within a particular area of ministry while providing general ministry coaching and personal development through the overall Ministry Development Program resources (workshops,

monthly advisory sessions, etc.).

The **CWC Pastor Partnership** is a 12-month program which aims to partner CWC with the Indiana North District of the Wesleyan Church to walk alongside local church pastors, resourcing and encouraging them through coaching and sharing assets and personnel. The goal of the Pastor Partnership Program is to encourage and equip small-church pastors who are in close proximity to CWC, in an effort to help promote local church health and growth.

The **Ministerial Education Partnership** is a 12-month program that seeks to support and provide under resourced and promising individuals called to ministry with an opportunity to obtain critical ministerial education while also beginning their service within the local church. Participants in this program are required to participate in a minimum number of paid educational hours each year (University or FLAME education) while also serving a set number of hours within the local church. At the conclusion of the partnership agreement, CWC assists the participant in finding ministerial placement within The Wesleyan Church.

Ministry Development Program participants gather weekly for ministry development training. These sessions incorporate a variety of elements including presentation, conversation, off-site visitation, and experience-based teaching techniques and focus on a variety of ministry and leadership oriented topics, including: Leading Effective Meetings, Pastoral Care and Counseling, Effective Preaching and Proclamation, Volunteer Recruitment and Human Resource Management, Church Budgeting and Principles of Stewardship, Résumé Building and Maintenance, Handling Difficult People and Conflict Management. These meetings focus on the spiritual intensity and ministry skills necessary to thrive as a vocational minister.

