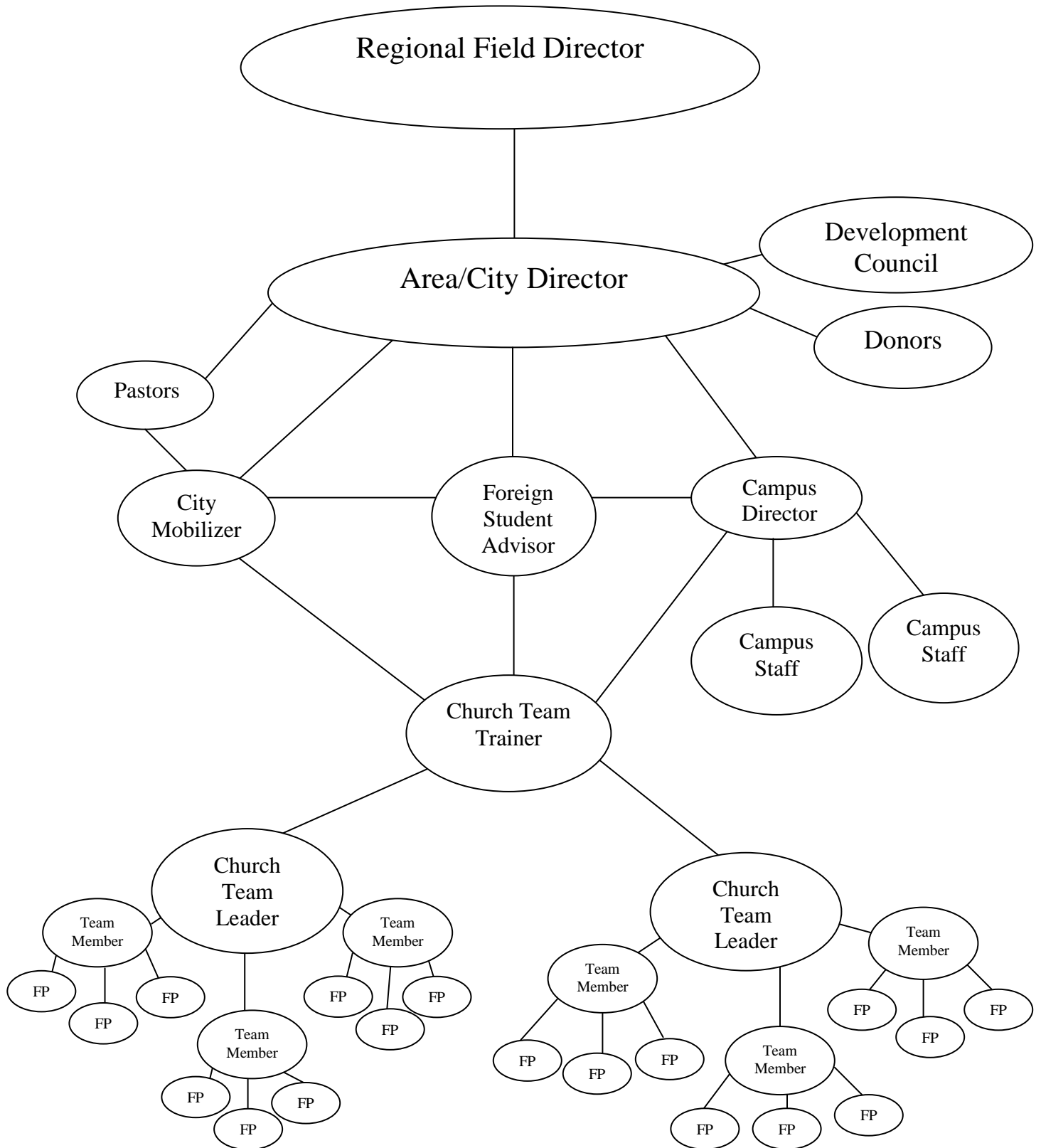


Church Team Trainer Manual

International Students, Inc.

**P.O. Box C, Colorado Springs, CO 80901
Phone (719) 576-2700 Fax (719) 576-5363
Website: www.isionline.org
For Students: www.internationalstudents.org**

ISI City Ministry Organizational Chart



ISI's Pathway for Church Mobilization

- Church becomes an Affiliate with ISI
- Church appoints a Church Team Leader with input from ISI staff
- ISI's Church Team Trainer (or appointed staff person) meets regularly with the Church Team Leader
- The source of students is determined and coordination of relationship with International Student Advisor/Foreign Student Advisor is agreed upon
- Church Team Leader recruits team
- Prayer team for the ministry is recruited
- ISI provides Church Team Training
- Envisioning of the ISI ministry is made to the congregation
- Brief informational meeting is offered for those interested in gaining more information
- Friendship Partners and additional team members are recruited
- ISI provides Friendship Partner Training
- Church hosts activities for Americans and students
- Testimonies and promotion of the ministry is made to the congregation on an ongoing basis to build awareness and grow the ministry
- Evangelism and discipleship opportunities are offered (include distribution of *Jesus* videos and Bibles in most languages)
- Student names are forwarded to ISI as they leave the area for follow-up and continued ministry in the lives of students
- The team and outreach of the church grows year to year as more people are recruited for involvement, diverse ministries to students are created, student needs are discovered and met, and congregational awareness, interest, and commitment grows

Church Team Trainer Job Description

Objective: To train and equip the Church Team Leaders in developing church-wide ministries to international students on target campuses.

Reports To: City/Area Mobilizer, City/County/Area Director, Team Leader, or, in the absence of local leadership, Regional Field Director

Supervises: Church Team Leaders

Spiritual Qualifications:

- Is a person of prayer
- Is a person of spiritual maturity
- Has a teachable spirit
- Is committed to personal spiritual growth
- Adheres to ISI's Statement of Faith, Code of Ethics and Approach to Ministry to International Students

Educational/Experience Qualifications:

- Has a minimum of a four-year degree in liberal arts
- Has a minimum of two years of work experience involving training skills
- Demonstrated work experience in administrative skills of communication and strategic planning will be given preference, as will prior ministry experience with ISI or another international student ministry

Other Qualifications:

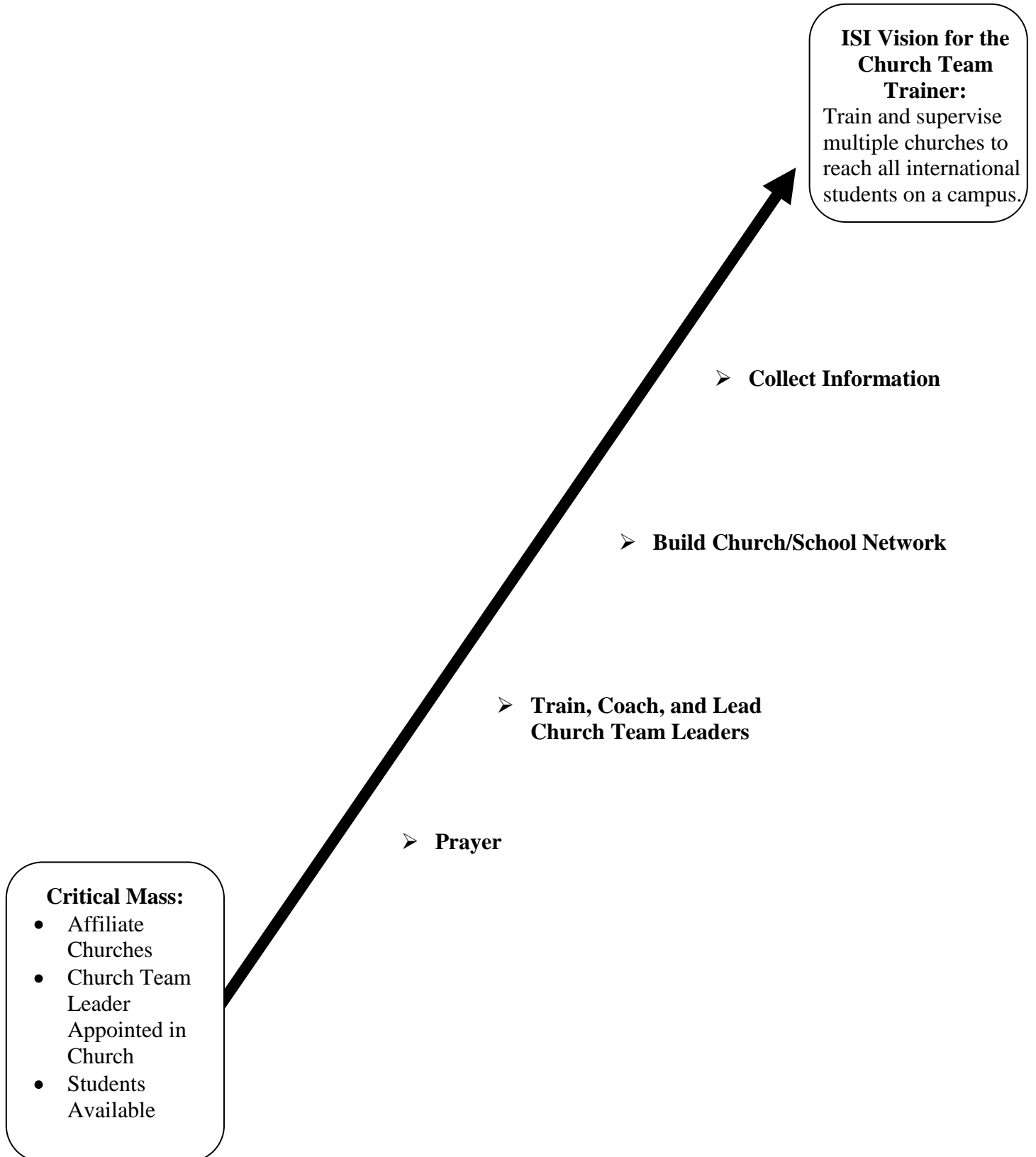
- Has team-building experience
- Is committed to evangelism and discipleship
- Enjoys encouraging and helping others succeed
- Has demonstrated ability as a developer/coach of others and of teams
- Has discernment and strong interpersonal skills

- Is faithful, loyal and dedicated to both the local ministry and to ISI's national identity and mandate from the Lord to reach all international students for Christ
- Has excellent organizational skills/gifts and follow-through with details
- Is a self-starter, able to work independently and take initiative
- Exhibits a positive, professional manner
- Has demonstrated experience in workload and time management
- Has ability to hold others accountable
- Is a team player
- Is flexible

Responsibilities/Standards:

- Trains, coaches and leads the assigned Church Team Leaders
- Facilitates the assembling of city or campus-focused prayer teams and Church Teams
- Facilitates the development of church information reporting systems by Church Team Leaders
- Coordinates with City Mobilizer and/or City/Area Director to represent ISI and churches to local universities and colleges and their International Office staff
- Organizes and conducts Friendship Partner and Church Team Training for participating volunteers from affiliate churches
- Assists church team in developing long-term strategic plans for their ministry
- Represents ISI in preaching and teaching in various forums to promote ISI's ministry locally and nationally, including sharing recruitment and development needs and the mission/vision of ISI

Critical Path: Church Team Trainer



Prayer

Personal Prayer Team

We urge you to build a personal prayer team of those who will be committed to consistently praying for you and your ISI ministry. Some will pray daily. Email is the most convenient way to communicate regular requests.

Citywide Prayer Network

You will want to coordinate with the City Mobilizer in what he or she is doing in developing a citywide prayer network. Your Church Team Leaders and Friendship Partners will be key recruits to expand this network.

How to Build a Citywide Prayer Network

Identify Potential Prayer Partners

- Affiliate churches' prayer networks
- Local ministries with a specific prayer focus
- Christian international students
- Donors
- Retirement/nursing home residents
- Lighthouses of prayer (a ministry of Mission America)
- Local ISI staff

Create Opportunities for Intercessors to Pray for ISI

- Set up a prayer website
- Set up an email list of prayer partners
- Send regular prayer communiqué to mailing list
- Organize prayer covering for events
- Organize a prayerwalking ministry for each campus
- Educate partners to understand the spiritual warfare involved in reaching international students
- Get involved with local pastors who meet to pray
- Take advantage of prayer summits, National Day of Prayer, and other area-wide prayer events
- Give pastors specific ways in which their congregation can pray for ISI
- Don't forget to share praises, answers to prayer, and how God has changed lives

Train, Coach, and Lead Church Team Leaders

Receive Assignments from City Mobilizer

The City Mobilizer will assign you certain schools and names of Church Team Leaders who have been recruited from churches around a particular school. You may be their first introduction to ISI. Give them a copy of ISI's Pastor's Packet and give them an overview of the mission, vision, and organizational structure of ISI.

You are responsible for coordinating the effort among the churches around the school(s) as well as training the Church Team Leaders and Friendship Partners.

Implement Church Team Leader Training Manual

A few pages over, you will find outlines for training sessions for your meeting times with the Church Team Leaders. You can meet with them individually or together if several are at the same point of development. Meeting together can save time and provide synergy and excitement.

Training

You will be involved in several of ISI's trainings for churches. One is a general Church Team Training. This is an overview, conducted with several churches, that leads a church team through the initial thinking processes of starting an ISI ministry in their church. You will order Church Team Training Manuals from the Home Office and lead them through this process.

Separately, you will carry out the ongoing training mentioned above, using the Church Team Leader's Training Manual.

When Friendship Partners have been recruited, you may be asked by the City Mobilizer to lead the Friendship Partner Training. This is a three-hour training including a video and workshop and has a participant's manual as well. You will also want to offer the *Sharing Your Faith through ISI* video that Friendship Partners can purchase and watch on their own time.

General Advice for Training the Church Team Leader

- Meet with the Church Team Leader once a month in a setting where interruptions and distractions are minimized.
- Cover one session each month, taking 90 minutes for each session. The exception is Session One, which will need two hours.
- For the first six-twelve months, you will meet individually with each Church Team Leader. After they have some experience, you might find it more beneficial to meet with several Church Team Leaders at the same time.
- Bring to every session your Church Team Trainer Manual, a notebook, and a planning calendar. Ask the Church Team Leader(s) to bring the same.
- Start and end on time and open and close each session with prayer. Be sure to pray for the personal concerns of the Church Team Leader(s) as well as for ministry issues.
- During the first three or four months call the new Church Team Leader(s) two or three days after each session to encourage them and to answer questions. After another week or two call again or contact by email, particularly if you sense that a Church Team Leader is struggling with recruitment or some other aspect of his or her new role.

Essential and Ongoing Communication with the Church Team Leader

The Church Team Leader should be a constant inspiration and encouragement to the Church Team Trainer and their team. Regular contact is essential for accountability, ideas shared and a chance to meet and network with other Church Team Leaders around the area.

Suggestions for Keeping in Contact with the Church Team Leader

1. Email

- Friendship Partner training sessions
- Local university calendars
- International Christian Fellowship calendar

2. Phone or Email

- Events at other churches
- Furniture giveaway
- Airport pick up
- English classes
- Wives program

3. Special Offers

- *Jesus* video
- Bibles
- Literature

4. Reporting Dates from Church Team Leaders Telephoning Report

- Remind the Church Team Leader one week ahead for Telephone Record Report
- Bimonthly—reports are due the last of the month in September, November, January, March, and May

Session One: Recruiting a Prayer Team and Beginning to Recruit a Church Team

Goal

To reassure new Church Team Leaders that they can accomplish their role in a reasonable amount of time and to give them the tools to recruit a team.

Session Plan

1. Give the Church Team Leader a copy of the Church Team Leader Manual and briefly survey its contents. Also, give him or her a copy of the *Jesus* video, local newsletters, and highlight the resource order form.
2. Examine the following together:
 - ISI Local Ministry Flow Chart
 - Overview of First Year's Ministry
 - Church Team Leader Job Description
 - Recruiting and Training Church Volunteers
 - Church Team Member Job Description
 - Prayer Chairperson Job Description
 - Prayer Team Member Job Description
 - Recruiting a Prayer Team
 - Recruiting Church Team Members
3. Review the Mission and Vision of ISI and the City Ministry Plan.
4. Review the Church Team Leader's action steps below, and answer any questions the Church Team Leader may have.
5. Obtain a copy of the Church Team Leader Information Form.

Action Steps for the Church Team Leader

1. Recruit prayer chairperson and begin to recruit additional church team members.
2. Train that person to recruit other prayer team members.

Session Two: Training the Prayer Team and Continuing the Recruitment of the Church Team

Goals

To assure the Church Team Leader's success in recruiting the prayer chairperson, assistant to the Church Team Leader, other team members, and planning for Friendship Partner recruitment.

Session Plan

(The second session may occur within one or two weeks of the first session.)

1. Together, examine the following:
 - Suggested Prayer and Praise List
 - Steps to Training a Church Team
 - Friendship Partner Job Description
 - Recruiting Friendship Partners
2. Collaborate with the Church Team Leader to select several possible dates, times, and locations for Friendship Partner Training.

Action Steps for the Church Team Leader

1. Develop, with the prayer chairperson, a plan for gathering and distributing prayer and praise items, creating an email prayer contact system, and recruiting prayer team members.
2. Continue to recruit team members.

Session Three: Preparing for the First Church Team Meeting and for Church Publicity

Goal

To help the Church Team Leader solidify the team and prepare to recruit and train Church Team Leaders.

Session Plan

1. Review the Church Team Leader action steps from last month.
2. Work together to develop an agenda for the first church team meeting.
3. Introduce the following tools to prepare for Friendship Partner Training:
 - *Building Bridges with ISI* 4 ½ minute video
 - How to Recruit Friendship Partners
 - Create Bulletin Inserts from Website (www.isionline.org)
 - Discuss possible Friendship Partner Recruitment options
4. Discuss possible dates for ISI staff to conduct Friendship Partner Training.

Action Steps for the Church Team Leader

1. Make arrangements for and lead the first church team meeting.
2. During the church team meeting:
 - Spend focused time in prayer
 - Provide orientation for team members including the church team member job description.
 - Decide dates, times, and locations for Friendship Partner Training (coordinate with church calendar).
 - Arrange for bulletin inserts, pulpit interviews, and/or small group presentations.
 - Remind the team to plan to attend Friendship Partner Training sessions.

Session Four: Preparing for the Fall Term

Goal

To give the Church Team Leader ideas for events, an understanding of the matching process, and to introduce the telephoning guidelines.

Session Plan

Examine the following:

- Process for matching students
- Event sampler
- Student receptions
- Telephoning guidelines
- Reasons for gathering information from Friendship Partners
- Church Team Member Information Form

Action Steps for the Church Team Leader

1. Prepare an agenda for, schedule, and lead the team meeting.
2. Introduce reasons for gathering information from Friendship Partners to your team.
3. Plan student reception and/or other events.
4. Verify that your church ISI ministry dates coordinate with general church and school calendars.
5. Collect Church Team Member Information Forms.

Session Five: The Friendship Partner Program

Goal

To launch the church's ministry with Friendship Partners

Session Plan

1. Discuss plans for first event (can coordinate with other churches).
2. Make sure that all students have been matched and contacted.
3. Review reasons for telephoning and telephoning plan for the month.

Action Steps by the Church Team Leader

1. Assure that all matching is completed and recruit additional Friendship Partners or students as needed.
 2. Review plans for event.
 3. Review reasons for telephoning.
 4. Discuss telephoning plan for this month.
- Division of Friendship Partners among the team
 - Topics for call (upcoming event, collect information about name and country of student contact, prayer requests, offer religion and country profiles)

Session Six: Learning to Use ISI Evangelism and Discipleship Materials

Goal

To equip the Church Team Leader to understand and use ISI's evangelistic and discipling materials.

Session Plan

1. Review recent team meeting and church team job description. How are the members doing individually and as a team? Could more be done to make meetings effective and fun?
2. Review the recent event and the matching process. What went well? What could be improved?
3. Review ISI's Code of Ethics and Approach to Ministry to International Students.
4. Train Church Team Leader to use the Spiritual Stages Scale.
5. Review ISI's evangelism and discipleship tools.

Action Steps for the Church Team Leader

1. Prepare agenda for and lead next team meeting.
2. Collect ISI Church Team Member Report Forms and get additional feedback from the team on initial telephone calls to Friendship Partners.
3. Review Code of Ethics and Approach to Ministry to International Students.
4. Review the Spiritual Stages Scale, Progression of Student Commitment chart, and converse with Friendship Partners about student's placement on the scale during your next phone call.
5. Overview ISI's evangelism and discipleship tools.
6. Discuss plans for next event.

Session Seven: Learning to Plan Strategically

Goal

To develop a strategic three-year ministry plan with a church team.

Session Plan

1. Review recent team meeting.
2. Evaluate the church team's effectiveness in telephoning and reporting.
3. Examine the following:
 - Leading a Church Team in Strategic Planning
 - A Church Ministry Three-Year Plan: A Model
4. Discuss ideas with the Church Team Leader for leading his or her team in the planning process.
5. Discuss cooperation with other Church Team Leaders and how plans would fit together.

Action Steps for the Church Team Leader

1. Prepare agenda for and lead next team meeting.
2. Collect Church Team Member Report forms and discuss issues related to the calls they made.
3. Present ideas for a three-year ministry plan and lead team in process of crafting this plan.
4. Discuss future addition of more outreach opportunities to students such as English as a Second Language, programs for internationals' wives, furniture giveaways, and others.

Session Eight: Review

Goal

To assess and encourage the Church Team Leader in his or her ministry.

Session Plan

1. Review recent team report.
2. Evaluate the function of the current team and areas of need.
3. Emphasize the importance of the team's consistency in telephoning Friendship Partners.
4. Review upcoming event plans.
5. Review prayer effort including team makeup and email prayer letter.
6. Review recent team meeting and especially the draft of team's three-year plan.
7. Assess annual calendar.

Action Steps for the Church Team Leader

1. Prepare agenda and lead the next team meeting.
2. Collect report forms and discuss this month's calls to Friendship Partners.
3. Review/shore up areas where team may not be functioning effectively.
4. Complete any part of the three-year plan that was not previously finished.

Build a School Network

Coordination Between the Church and the Campus

The Regional/City Mobilizer will recruit new campuses and churches to be involved with ISI. **ISI keeps the relationship with the international student advisor and does not turn that over to Church Team Leaders. Coordination between City Mobilizers, Church Team Trainers, and Campus Staff is essential.**

New Student Orientation

You will likely assist in new student orientations offering Friendship Partners to new students and coordinating with the appropriate Friendship Partner/student matching program on campus. Ideally, you will be able to have time during the orientation to share information about being a Friendship Partner. You may also be able to set up a sign-up table or include a form in the students' orientation packets.

Building a Network of Church Team Leaders around a Campus

Training

The initial Church Team Training is best done with the group of churches serving the same campus. This allows for networking, relationship building, encouragement and motivation.

As the ISI ministry grows, Friendship Partner Training will need to be offered several times each semester. It should be available to anyone who wants to come, but can only take place in an affiliate church. Certainly, it's best to give Friendship Partners several opportunities of time and location where they can take the training.

Networking

Gather together the Church Team Leaders on a regular basis (at least twice each semester). This is a great time to exchange ideas, solve problems, encourage, and coordinate your efforts. It's amazing how motivating this will be to your Church Team Leaders.

Outreach

Coordinate spiritual outreach opportunities:

- Find churches willing to lead helps programs: airport pick up, garage giveaway, ESL classes, welcome parties, trips, etc.
- Include students in events already planned at the churches: programs for wives, kids' programs, holiday concerts, etc.
- Plan for spiritual opportunities: distribute *Jesus* videos and Bibles, develop an international Sunday school class at one of the churches or Bible study on campus, create avenues for service for Christian students, create Christmas or Easter outreach, etc.

Reasons for Collecting Information from Friendship Partners

Often, the Church Team Leader will not understand the reasons for collecting information and perhaps may see it as a “numbers game.” Church Teams may resist the process and feel the process is unimportant or unworkable. However, collecting information on the activity of Friendship Partners and their students is vital to the growth of a church’s ISI ministry. Here are some reasons why:

- We have a commitment to the student. It is important that we know that there has been contact. There are situations where the Friendship Partner cannot or does not contact his or her student. When this happens, a student often feels like he or she was not wanted (gender, nationality, etc.) and we have no opportunity to match the student with someone else.
- Sometimes the student changes his/her mind and does not want an American friend. We need to know this so that we can assign another student to the Friendship Partner.
- The team can help bring resolution to any problems that arise.
- Effectiveness in the prayer ministry will strengthen with specific requests from those involved.
- When a student trusts Christ, we want to rejoice and be able to assist in follow-up and discipleship.
- It is a blessing to hear stories from the Friendship Partners on what is happening with their students. They enjoy sharing their experiences.
- When a student makes a move back home, or to another campus, we can provide a new source of relationships for the student.
- Some schools want reports on the match of Americans and students.
- We have an obligation to the church to let them know what is happening with the ISI ministry in their church. It is also a huge encouragement to the team to know how God is working through their efforts. Success breeds success!

Church Team Member Monthly Report

Friendship Partner _____
 Phone Number _____
 Email Address _____
 Church Team Leader's Name _____

Church Team Leader's Phone Number _____
 Church Team Leader's Email Address _____
 Name and Country of Student _____

Monthly Questions	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Visits												
Student visits each month												
Introduce to ISI												
Extra Students joined Friendship Partner at home or for events												
Presents Opportunity												
* Invite student to church, Christian events, etc.												
Shared Christ												
** Student heard the Gospel through church or other activities												
Initial Commitment												
Student trusted Christ as Lord and Savior												
Growing in Christ												
Student in Bible study, local ICF, etc.												

* Total number of invitees
 ** Total number for the month

Share any success stories or items of praise:

Send the above report to the ISI church Team Trainer no later than the last day of the month.