**OFFICE OF**

**FIELD MINISTRIES**

***"Handbook"***

**"Be ye doers of the Word and not hearers only"**

**James 1:22**

**Dr. Richard E. Englehardt**

**Director**

Table of Contents

1. KMBC Mission Statement 1
2. Field Ministry Objectives, Requirements and Policies 1
3. Monthly Report 7
4. Field Ministry Request Form 8
5. Supervisor Evaluation Report 9
6. Self Evaluation Report 11
7. Gas Mileage Forms

**KMBC MISSION STATEMENT**

**Kentucky Mountain Bible College is a Bible-centered undergraduate higher educational**  
**institution in a residential setting whose mission is to equip men and women to serve with**  
  
**• a passion to Know God;**  
**• a passion to prepare for His Ministry;**  
**• a passion to live and teach the message of Biblical holiness;**  
**• and a passion to evangelize and disciple the world for Christ.**

**Field Ministry Objectives**

1. Each student will experience meaningful and profitable field ministry assignments.

2. Each student will acknowledge personal strengths and weaknesses and develop a plan of growth to address their weaknesses.

3. Each student will develop skills and abilities for leadership.

4. Each student will see the expanse of Christian work.

5. Each student will receive quality instruction and supervision to perform given assignments.

6. Each student will learn to work well with others in ministry.

7. Each student will accept responsibility, display dependability and faithfully prepare for each assignment.

**Requirements for Graduation**

1. Field Ministry participation at church assigned by the Field Ministry Director.
2. Bachelor of Arts students need six semesters of field ministry and Associate of Arts needs three semesters of field ministry.
3. Goal Sheet filled out each semester
4. Monthly Ministry Reports and Mileage Slips turned in by the first Monday of each month.

**Field Ministries Policies**

General Policies

1. Monthly ministry forms become a part of the permanent student record.

2. Goal Sheets forms become a part of the permanent student record.

3. Self-evaluation forms become a part of the permanent student record and used to help choose the topics for field ministry labs

4. Evaluation forms are given to all supervisors each semester. These forms become part of the permanent student record.

5. All money gifts given to students in the field ministry program should be given to the FM Director for the Field Ministry Fund. Students will not receive remuneration, other than transportation, for their services.

6. Students who use their cars in FM must have proper insurance and must keep proper speed limits.

They will be paid .35 per mile for use of their car. One trip per week will be reimbursed. Mileage forms are in the handbook on page 13.

Student Policies

1. Students are expected to be present for their FM except during school vacations. Any absence must be cleared by the Academic Dean and the Field Ministry Director.

2. Students in FM Sunday ministries should wear suitable Sunday dress.

3. Students should submit written notification to the pastor and/or the supervisor two weeks in advance when absence is necessary (except for illness or emergencies – call if this is the case)

4. Students who plan to be absent should get the necessary materials to their field supervisor/ or substitute teacher. This should be done early in the week before their absence.

5. Students are expected to prepare prayerfully and adequately for Field Ministry

6. Students may come to the field ministry supervisor to discuss lesson plans, sermon outlines, music or any other issue pertaining to field ministry

7. Be friendly, helpful, and available to assist in meeting the needs of the church

8. Monthly reports must submitted to the Field Ministry office by the first Monday of each month.

9. Set a good example in every way.

10. No dating is permitted during Field Ministry appointments.

11. Permission for extra activities such as a picnic or revival should be obtained from the FM director

12. Please discuss with your pastor/field supervisor or FM Director anything to improve and enlarge your training in this ministry.

Guidelines for Student Appointments

1. Appointments will be according to needs and requests, and to give general experience in Christian ministry.

2. Regular appointments will last one year. If the student begins their field ministry in the spring then they will remain there through the fall. The student may request to stay through the next spring at the assignment to provide continuity or may choose a new assignment to broaden their experience.

3. If a student remains at the same ministry for a second year they must be assigned to a different activity in order to have a spread of experience.

4. Students may request a particular assignment by submitting a brief resume and application form available through the Field Ministry Office

5. Appointments for Juniors and Seniors shall be (if possible) in their major curricular area

Sunday Night Policies

1. No dating will be permitted

2. The student is expected to attend Mount Carmel Sunday Evening Services. Students who want to serve in Sunday evening ministries at their appointment must get approval from the Field Ministry Director and the Academic Dean.

3. If a student has an evening field ministry appointment, then the student will faithfully and exclusively attend his/her Field Ministry Appointment.

4. Permission to attend community services will be granted if the church where the student is appointed is participating. See the Field Ministry Director to get approval.

5. The student must have a regular and active ministry role in the Sunday evening service in order to qualify for Sunday evening ministries

6. The Office of Field Ministries will not provide reimbursement for Sunday evening transportation unless that is their primary assignment.

7. Sunday evening Field ministry is entirely voluntary on the part of the student.

8. Request for Sunday night student participation must come from the pastor/field supervisor

Pastor/Supervisor Policies

1. Regular appointments will last one year. If the student begins their field ministry in the spring then they will remain there through the fall. The student may request to stay through the next spring at the assignment to provide continuity or may choose a new assignment to broaden their experience.

2. In order to have a breath of experience any student who wishes to continue in the same church for the second year should be given a different assignment within the church.

3. Ministering students must be supervised and counseled periodically. The guidance of an experience is essential for proper development of skills and abilities for leadership.

4. Evaluation forms are sent to all supervisors each semester. The Student will bring a copy as well to the supervisor. These forms are a great talking point for areas of growth for the student. This will help the student develop goals for the next semester. These forms become a part of the students’ permanent file.

5. All monetary gifts given to students in field ministry are given to the Office of Filed Ministries and are deposited into the Field Ministry fund. Students will not receive remuneration, other than transportation, for their services.

6. We request that the church provide transportation or assume mileage costs. The students are paid thirty five cents ($.35) cents per mile for the use of their cars. Please send offerings to the Field Ministry Director, make checks payable to KMBC.

Music Ministries

The responsibility of the music student in ministry is to:

1. Take his/her scheduled turn as song leader, pianist, etc.

2. Share in leading choir(s), special music, etc.

3. Plan and discuss with pastor/co-workers regarding all matters of the music program

4. Plan and share in rehearsals

5. Be adequately prepared as possible for ministry

6. Be aware of time limits for the song service; give the pastor ample time for the message

7. Be led creatively by the Holy Spirit and yet aware of the limits of freedom to take initiative

8. Be consistently open to constructive evaluation and suggestion.

9. Discuss freely with the supervisor before planning extra rehearsals or change of music and/or personnel

10. Choose music that is appropriate for the particular service

11. Prayerfully select songs that have a message and will uplift all who listen.

12. Put in adequate practice in order to perform effectively and for the glory of the Lord.

General Visitation Policies

1. Door to door visitation is only to be done under the direction of an approved pastor or an approved person from the schools (KMBC, Mt. Carmel, and Oakdale)

2. Nursing home visitation should be limited to Jackson and/or Campton (see next section)

3. Street meetings are only to be done under the direction of a school supervisor.

4. Men students may go to Jackson to pass out tracts and do personal work without a supervisor. This is to be done on the streets or in parking lots – not in business places and stores.

5. Work responsibilities are not to be neglected,

6. Do not involve Mt. Carmel young people with your ministry. (Except with Mt. Carmel approval)

Nursing Home Guidelines.

The Need to Visit

To understand the need one must understand what it is to be disabled and confined. Comparatively few people take the gospel message to nursing homes,

Here are a few guidelines:

1. The aged are worthy of comfort, inspiration, and instruction from God’s word

2. The love of Christ must be shown and the Word presented in a personal way – not an evangelistic type.

3. A faithful consistent witness needs to be present

4. Hard hearts may be softened as one realizes that the things of this world are temporal

5. Spiritual life does not deteriorate with time; the occupant needs to “grow in grace and in the knowledge of our Lord and Savior Jesus Christ.” (2 Peter 3:18)

6. Do not forget to be courtesy to the staff. Ask if you can pray with them. They have a hard job as a caregiver. They also have families and spiritual needs as well.

Concerning the Personal Worker

1. You may be exposed to unpleasant situations.

2. Remember, when visiting, that you are the guest

3. Visit at a convenient time and within nursing home regulations.

4. You may see things that you consider wrong; remember that no nursing home is perfect. If you feel it is an issue come talk to the Field Ministry Director and we will address it together.

5. Your first concern should be the spiritual welfare of the people

6. You will enjoy fellowship with people who have walked with God.

Areas with which the Personal Worker should be Familiar

1. Physical: dimming vision, impaired hearing and impaired mobility.

2. Mental and Social Problems: loneliness, suspicion, fear of the unknown, feelings of inadequacy, sense of rejection, financial concerns, and loss of social status.

3. Emotional and Spiritual Problems: exaggerated thoughts, super sensitivity, super critical, bitterness, depression, withdrawl, despair, suicidal thoughts, and hopelessness.

4. Basic needs of the aging and confined: love, sense of self worth, feelings of usefulness, help in facing realities of old age, and help in facing death.