



# CAMPUS MINISTRY MANUAL

Revised June, 2011

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**SECTION ONE**

**INFORMATION**

**REGARDING**

**THE MINISTRY**

**OF AACF**



## *INFORMATION REGARDING THE MINISTRY OF AACF*

### **BASIC THEOLOGICAL PREMISE OF CAMPUS MINISTRY**

(written by former director, Richard Hong)

God is at work in the world accomplishing throughout history His will, which He has purposed from all eternity. While this process is being carried out, He upholds and governs all things, and reveals His goodness, wisdom and power.

The overriding purpose of His work in the world, is in the preeminence of Christ Jesus our Lord, in whom all history is working toward a consummating climax. That minority of people who respond to Him, are then to mature in Christ-like attributes and deeds, and to focus on a vital, dynamic, experiential relationship with the living Christ. "That I might know Him" is our aspiration, nor merely to know about Him, no matter how extensive that knowledge.

God's Holy Spirit is at work in the world today; convicting people of sin, moving them to repentance, and enabling them to accept by faith, the Lord Jesus Christ. Those whom God has called and regenerated, He further sanctifies and empowers to live a life pleasing to Him.

As He gives these people new life in Jesus Christ, He makes them one with all who believe, the Church. Every believer is to be related to a local manifestation of this worldwide Church, and to be part of its life and work. God entrusts to the Church, the proclamation of His sovereign grace in Jesus Christ, and empowers and commissions it to go into all the world to make disciples of all nations. All believers are to implement the Gospel in holy living and to contribute to the extension of the Kingdom of Christ by their prayer, giving and personal efforts. Such working by a Sovereign God is not restricted by geographical borders or social boundaries.

God is at work in the United States building the Body of Christ. He has not by passed the college world. He is the great active agent! If God was not active on campus, there would be little point in our efforts. We are convinced the Holy Spirit will continue to place on each campus, students and teachers, whom He desires to use in the building process. God is using Asian American Christian Fellowship (AACF) to help those students reach their colleagues.

We see God at work in all people, and know He has not overlooked any of them. In the Great Commission, the Lord calls us to "go out into all the nations..." "Nations" can be translated as ethnic. We believe God continues to place within each ethnic group those whom He will use to be His workers. We believe that God is at work in the Asian American community. However, knowing this community has less than 5% of it's people evangelized, we have an urgent mandate to reach these "lost" for Christ. We partner together with other campus ministry organizations and churches, to reach God's people with the "good news" of Jesus Christ.



## *INFORMATION REGARDING THE MINISTRY OF AACF*

### **THE HISTORY OF AACF**

One of the key ways that ministries begin within the Japanese Evangelical Missionary Society (JEMS) is that someone has a vision for ministry to a group that has a need. In 1972, JEMS began to address the need for ministry to those in the high school/college student age group by adding a Youth Ministries worker, Howard Yim, and two campus workers, Yena (Lim) Finch and Alice Marutani. An outreach to youth via a ministry called THE FISH, and fellowship meetings in Southern California were in place in 1973. By 1974, there were JEMS Bible Studies on four campuses: UC Berkeley, UCLA, Cal State Long Beach and Cal State Los Angeles. In less than three years, the ministry doubled to eight campuses, had the support and help of Asian American seminary students and church pastors, and a new name, "Asian American Christian Fellowship."

JEMS brought on its first AACF director in 1979, Stan Inouye, who saw much potential in Asian American students who had committed their lives to Christ. These students desired to be discipled in order to explore leadership and outreach opportunities in preparation for service in the church. This began the move to enable seminarians to serve as JEMS Staff Interns with AACF, to add to their training and development. In the early 1980's, three interns, Richard Hong, Ken Ogawa and Carolyn Shimabukuro, from Fuller Theological Seminary, became the first AACF Campus Ministers. The main ministry focus was to provide opportunities for leadership training and evangelism. These campus ministers established Inter-Campus Workshops (ICW), which were held monthly for students leaders, advisors, and staff for training and dialogue of shared experiences. Subsequent campus ministers and directors maintained this vision of training and evangelism that evolved into the many programs evident today. In 1997, a large celebration was held to commemorate 25 years of ministry of AACF at Wintersburg Presbyterian Church. Many of today's Asian American pastors have either been a part of AACF as students or have been integral in training and encouraging AACF college students as speakers and equippers for the ministry. Their Asian American churches have also assisted to financially support campus ministers.

**Campus Ministers.** In 1983, AACF saw its first alumni, Candi Uriu Yokomizo go full circle from new Christian to student leader to campus minister. In subsequent years, more AACF alumni would follow in this manner. The 80's found AACF on 16 campuses, with ministry expansion beyond the West Coast (Yale, University of Chicago and Northwestern). It also was a time of development and growth for the ministry, with the utilization of paid positions for campus ministers and the ongoing service of volunteers to encourage student leaders.

**Retreats.** During the late 80's, programs such as Campus Ministry Retreats (formerly Staff Retreats) and student Leadership Training Conferences were added. The first AACF Leadership Training Conference was held at Laurel Pines in 1984. This annual conference has gathered for a week following the Father's Day weekend, at sites such as the US Center for World Missions, Cal Poly San Luis Obispo, Missions Springs Conference Grounds in Scotts Valley, Koinonia Conference Grounds in Watsonville, Arrowhead Springs, and resting at its current location, The Oaks near Magic Mountain in Southern California.

**AACF Leadership Team (LT) and Board of Directors (Board).** Under the leadership of Tommy Dyo, as AACF Director of Campus Ministries (1994-2002), two teams were established to assist in meeting the needs of the growing ministry. In 1994, the first evolution of the current LT formed with a team of regional directors and ministry staff that assisted the director to carry out the mission and vision of AACF. Currently, AACF is directed by the LT. Also, to assist the policy and guideline development and management of the ministry, a Board of Directors team was established. The purpose of the Board was to gather parents, pastors, lay leaders and experienced alumni to guide the Director and the LT, as well as to advocate for AACF to the JEMS Board of Directors. Under the leadership of the Board, updates of policies such as a competitive salary structure and full partnership for the organization have been established.



## *INFORMATION REGARDING THE MINISTRY OF AACF*

### **THE MINISTRY OF JEMS ITS HISTORY: HOW IT ALL BEGAN**

JEMS was born and continues to flourish because of prayer. After World War II, as Japanese Americans returned after forced evacuation from their homes at the outbreak of war, dedication to the church was not necessarily a high priority. Their main concern was to begin to reconstruct their lives.

However, at this time, Japanese American pastors in California began to meet weekly for prayer. The focus of these prayer meetings was the spiritual welfare of their congregations. Their burden was an evangelistic one, to reach out to Japanese Americans in the US, as well as missionary efforts to the people of Japan.

Gathering at Mount Hermon in May, 1950, ministers from Northern and Southern California met and prayed in what would become the formation of an organization to fulfill God's vision for them to evangelize locally and in Japan. This was the spiritual birth of JEMS and its first Christian summer conference.

In January, 1951, 21 ministers witnessed the commissioning by the Holy Spirit of the first Executive Secretary of JEMS. In June, 1951, incorporation documents were signed and filed with the State of California. As they say, the rest is history.



## INFORMATION REGARDING THE MINISTRY OF AACF

### THE MINISTRY OF JEMS THE OBJECTIVES OF JEMS

#### **Ecumenical Fellowship**

JEMS is a voluntary fellowship of all denominations. Those involved (churches, denominations, individuals) all share its purposes and vision. JEMS' goal is to come alongside pastors and churches in the areas of: missions, renewal, evangelism, leadership training, and fellowship (such as conference participation).

#### **Missionary Sending Agency**

As a missionary organization, JEMS is involved in the following types of ministries:

##### ***National Christian Ministries***

Similar to the ministry of Barnabas in the Bible, JEMS sees itself as encouragers for ministries such as:

- Evangelistic movements (i.e. Sodo in Dendo in Japan)
- Television and radio outreach
- Christian leadership training
- Advisory committees for Christian leaders (i.e. JEMS Advisory Board in Brazil)

##### ***Overseas Ministries***

As God calls us to go and carry the message of Jesus Christ to all people of the world, "missions" becomes a primary focus for JEMS to respond to Him. JEMS enables men and women to obey God and spread His love and truth by working alongside churches through missionary workers. For those believers who desire to serve God, JEMS has ministries to both Japan and Brazil. Ministry opportunities both short term (one and two year) missions and short term summer programs. Please contact the JEMS office for more information.

#### **USA Field Ministries**

The key area for ministry opportunity in JEMS in the United States is with Asian American Christian Fellowship (AACF). AACF is called to nurture and train Christians on secular universities/colleges to strengthen their involvement in their local churches. It is also a vehicle for campus evangelism, primarily involving American students and faculty of Asian descent.

#### **Homefront Ministries**

All of JEMS' localized ministries provide opportunities for Christian growth, evangelism, raised mission awareness, lay leadership training, and a wide range of opportunities for Christian fellowship. A sampling of these ministries include Conferences/Retreats, Music, Career/Young Adults, Sports & Recreation as well as others that meet needs or interests of those God desires to return to Himself.



## *INFORMATION REGARDING THE MINISTRY OF AACF*

### **STATEMENT OF FAITH**

The Asian American Christian Fellowship (AACF) as of division of JEMS, believes:

- that the Bible is God's Word, written by men divinely and uniquely inspired by the Holy Spirit, and that it is the supreme and final authority in all matters of faith and conduct.
- in One God, eternally existing in three persons: Father, Son and Holy Spirit.
- in Jesus Christ, the world's only Savior; in His pre-existence, virgin birth, sinless life, vicarious death, burial, and bodily resurrection and personal return.
- in the Holy Spirit as a Person, indwelling and empowering the believer, convicting the unsaved and presenting the claims of Christ.
- that sinful man is lost and can be redeemed only by the death and shed blood of Christ upon the cross through the regeneration of the Holy Spirit.
- in the resurrection of the dead, the believer to life everlasting and the unbeliever to eternal condemnation.
- that the Church, the Body of Christ, is comprised of all who have accepted the redemption provided by Christ.



## INFORMATION REGARDING THE MINISTRY OF AACF

### ORGANIZATION

Representing the campus work of the Japanese Evangelical Missionary Society (JEMS), AACF is a subdivision of this larger parachurch organization. Born out of the common vision to reach Asian Americans with the gospel, AACF operates under the guidance and support of its parent organization, JEMS.

JEMS is orchestrated under the leadership of a Board of Directors, with an annually elected president and a hired Executive Director who coordinates the daily operation of the office. The JEMS Director of Campus Ministries, who oversees the ministry of AACF, works with the Executive Director and under the supervision of the JEMS Board of Directors. The directors of other ministries of JEMS are also under the direction of the JEMS Board of Directors.

An AACF Board has been established to serve as an advocate of the JEMS Board of Directors to provide the AACF Director with support, oversight and accountability. The AACF Board is subject to JEMS but does have authority to establish policy, review and select candidates for campus ministry, and provide support services and resources for AACF and its director.

As of May, 2009, AACF is organized into the following three regions:

#### *Pacific Northwest*

*University of Washington*

#### *Northern California*

*Current ministries on the following campuses:*

*California State University, San Jose*

*California State University, San Francisco*

*University of California, Davis*

*University of California, Berkeley*

#### *Inactive*

*California State University, Hayward*

*California State University, Sacramento*

*Leland Stanford Jr. University*

*University of California, Santa Cruz*

#### *Southern California*

*Current ministries on the following campuses*

*California State Polytechnic University, San Luis Obispo*

*California State University, Long Beach*

*University of California, Irvine*

*University of California, Los Angeles*

*University of California, Riverside*

*University of California, San Diego*

*University of California, Santa Barbara*

*University of Southern California:*

#### *Inactive*

*California Polytechnic University, Pomona*

*California State University, Fullerton*

*California State University, Los Angeles*

*California State University, Northridge*



## *INFORMATION REGARDING THE MINISTRY OF AACF*

### **ORGANIZATION** (cont'd)

A Regional Director oversees each region. The Regional Director works under the AACF Director and with staff teams assigned to the schools in their region. Staff teams, on a given campus, are composed of volunteer and paid campus ministers. The AACF Director designates a Team Leader for each campus, who is responsible for supervising team members and for regularly reporting to the Regional Director. Campus minister meetings are held regionally, typically once a month.

Questions or major problems which may arise in the ministry should proceed along the established lines of supervision and communication in the organization. A campus minister reports to a team leader, who in turn reports to the Regional Director, who reports to the AACF Director. If necessary, the AACF Director reports to the AACF Board of Directors. If an issue concerns the broader ministry of JEMS, the AACF Director will bring it to the attention of the JEMS Executive Director and the JEMS Board of Directors.



## INFORMATION REGARDING THE MINISTRY OF AACF

### AN AACF CAMPUS MINISTER PROFILE

*"If anyone sets his heart on being an overseer, he desires a noble task..." I Timothy 3:1*

#### **A Disciple of Jesus Christ: (Mark 1:17)**

As a mature Christian, the AACF campus minister is to be first and foremost a true disciple of Christ. S/he is to maintain and grow in a lifestyle of obedience to Christ, personal holiness and integrity, and intimacy with God. By exercising faith, discovering and using his/her spiritual gifts and talents, practicing the spiritual disciplines, and relying on the Holy Spirit to instruct him/her, the campus minister is to produce good fruit in his/her life. S/he is required to be an active member of a local church; s/he is expected to cultivate and maintain godly friendships and family relationships; and s/he is expected to cultivate and maintain an accountability network of peers and/or mentors.

#### **A Servant Leader: (Philippians 2:3-11)**

As a servant of Jesus Christ, the AACF campus minister is required to cultivate the attitude of Christ, which is that of humility. As a leader, the AACF campus minister is to capture the vision God has for the campus they minister to and is to lead in AACF by means of guiding, encouraging, training, and admonishing the students and student leaders of AACF. As a servant leader, the campus minister is to guide their campus group with proper motives, with humility, in submission to the authority that has been appointed within the structure of AACF, and most importantly, under the leading and power of the Holy Spirit.

#### **A Witness and a Missionary: (Matthew 28:18-22)**

As a Christian, the AACF campus minister is to be a witness of the Good News of Jesus Christ. All AACF campus ministers are considered to be missionaries, i.e. those who are sent. S/he is sent to be a witness on the campus to proclaim and live the truth of the Gospel.

#### **A Team Member: (I Peter 2:13-17, I Corinthians 12:12-27)**

As an AACF campus minister, s/he is part of a body of servant leaders scattered on various campuses along the West Coast of the United States. It is important for the campus minister to build good relations with the teammates on their campus, in their region, and throughout the organization. This comes by cultivating good communication, mutually respecting and submitting to one another in love, praying for one another, cooperating within the organization's structure (i.e. adhering to policies; submitting to the authority of the Director, Regional Director and Team Leader), and carrying out one's duties responsibly.

#### **A Mentor/Discipler: (Colossians 1:28-29)**

As an AACF staffworker, s/he is to encourage and nurture the spiritual growth and maturity of the students, as well as bring loving admonishments and wise guidance. The campus minister is often seen as a mentor, and can take the role of a discipler, when nurturing the growth of newly born Christians. It is important that the campus minister be careful not to use his/her position and authority to take advantage of the student. S/he constantly seeks the Lord and wise counsel as s/he mentors or disciplines a student to spiritual maturity.

#### **A Teacher/Trainer: (II Timothy 4:2)**

As an AACF campus minister, s/he is to study and meditate on the Scriptures for personal growth. S/he is also to share with the students the Word of God, whether by preaching/speaking in a large group meeting or meeting with a student one-on-one. The campus minister is also to be a trainer/equiper in ministerial and servant leadership skills to help students grow in ministering effectively in AACF and beyond.



## INFORMATION REGARDING THE MINISTRY OF AACF

### THE DUTIES OF AN AACF CAMPUS MINISTER

#### **Duties of a Volunteer Campus Minister is to:**

1. Adhere to the personal job description and staff involvement guidelines. The campus minister is also responsible for carrying out his/her responsibilities as stated in the *AACF Policies and Guidelines*.
2. Attend campus meetings, if part of a campus ministry team.
3. Attend regional campus minister meetings regularly.
4. Report monthly, either to the campus Team Leader, Regional Director, Director (according to availability) in written or verbal form. (Team Leaders and Regional Directors must submit a quarterly written report to go on file in the JEMS office).
5. Be evaluated yearly by students (primarily by the Core Coordinator), and Team Leader (or Regional Director or Director, according to availability).
6. Complete the campus minister commitment form in May of each year.

In addition:

#### **Duties of a Volunteer Campus Minister is to:**

1. Attend quarterly regional events, if possible, in order of importance: Core Fellowships, Regional Retreat, Chunk Trainings, and Regional student events.
2. Be encouraged to send out a prayer letter once a quarter.
3. Be encouraged to attend and be involved in JEMS events quarterly, if possible.
4. Be involved monthly in public relations for AACF.
5. By strong recommendation, attend the AACF Leadership Training Conference in June and Campus Minister Training Retreats in January and July, if possible.

#### **Duties of a Paid Campus Minister is to:**

1. Send out a prayer letter every 6-8 weeks.
2. Attend quarterly regional events such as Core Fellowships, Regional Retreat, Chunk Trainings and Regional student events.
3. Attend and be involved, by strong recommendation, in JEMS activities.
4. Be involved bimonthly (2 times per month) in public relations for AACF.
5. Attend the AACF Leadership Training Conference in June and Campus Minister Training Retreats in January and July.



# SECTION TWO

## POLICIES

## AND

## GUIDELINES



## *POLICIES*

### **INTRODUCTION**

The following section contains the basic policies and guidelines for all groups, both student and campus minister, who are involved in the ministry of AACF.

We see policies as the major mandates of the AACF organization to be upheld and adhered to in our groups, and to use as avenue for recourse, if a group does not abide by them. Each policy has a history for its development, and defines the actions of campus ministers and students, individually and as a group. A guideline, on the other hand, is an expectation that shapes and clarifies practices within AACF groups and for AACF as an organization.

The following policies and guidelines are distinct to the ministry of AACF, and give the foundational structure for our groups to operate. These policies/guidelines are unique to AACF, and make it AACF. Each policy/guideline has had rationale, prayer and thought in their development. If there is concern or question regarding any portion of these policies, please feel free to contact your Campus Minister, Regional Director or the AACF Director.

The policies are as follows:

1. Speakers
2. Finances
3. Scholarships
4. Copyrights
5. Student Leadership & Initiative
6. Staff Leadership & Initiative

The Guidelines that follow the policies are:

1. Academics
2. Lord's Supper
3. Cults
4. Student Leadership Criteria
5. Core Selection
6. Campus Resources
7. Prayer Ministry
8. Women in Ministry



## *POLICIES*

# **SPEAKERS**

### **AACF Campus Minister Speakers**

AACF campus ministers assigned to a campus group are advised to speak in a large group context at least three times per year to that group. Speaking can include their testimony, messages, and other speaking that is unlike announcements and introductions.

### **Outside Speakers**

An **outside speaker** is anyone who is not associated with the AACF group to which they are invited to speak. These includes campus ministers and/or students from other AACF groups. Outside speakers must be approved by AACF staff. Prior to the event, schools without campus ministers must inform their campus' Regional Director or AACF Director for approval. The following outlines specifics for outside speakers:

1. **Honorariums:** Outside speakers are to be given an honorarium of \$30-\$75 per message, for speaking to the group.
2. **Meals:** If the group meeting is near lunch or dinner time, it is strongly recommended that the group invite their speaker to join them for a meal.
3. **Reimbursements:** Speakers should be provided with reimbursement for parking and transportation when they speak at the group meetings.
4. **Speaker Care/Arrangements:** A confirming letter should be sent to the speaker. The letter should contain the campus' intent for the message, meeting date, the AACF group's theme, the amount of the remuneration for their services of speaking, and any other pertinent information. A "thank you" letter should follow-up their visit, and should include their honorarium. For other information, see Core Training Manual.
5. **Retreats/Conferences.** If a speaker is secured for a retreat/conference, the honorarium should reflect the number of messages given by the speaker, as well as the above items #2-4. An invitation should also be extended to the speaker's spouse and immediate family.

### **Student Speakers**

Students should be encouraged to speak. Under the supervision of an AACF campus minister, to prepare the message, it is suggested they are to work together for at least three hours.



## *POLICIES*

### **FINANCES**

As we understand biblical stewardship, we recognize the first priority of giving is tithing to your home church. AACF's activities and organizational expenses should be covered by offerings taken regularly throughout the quarter.

We believe and uphold financial integrity as an organization and individually. Integrity in AACF should be demonstrated as follows:

- Each group is to submit a financial report of their accounts to JEMS on a quarterly basis (September, December, March, June);
- Each group should develop and submit a budget either on a quarter, semester or annual basis. The budget should be available to anyone who wants to know how the group is spending its money;
- It is suggested that each campus take a regular offering for AACF/JEMS to help support the parent organization; and
- It is suggested that offerings take place on campus on a regular basis unless prohibited by the university, for ministry expenses on that campus.

For further information regarding the care of AACF financial activities, please obtain and review the document, "AACF Campus Financial System", available from the JEMS/AACF office.

#### **Fundraising**

AACF's desire is to base our finances on Christian principles. Therefore, fundraising (i.e. food sales, car washes, etc.) from the general campus community to support Christian endeavors is not allowed. Financing of AACF activities is to be done through the Christian community. However, funds gained through the Associated Students are allowable, as official campus organizations are entitled to such funds. For further information regarding fundraising, please review the document "How to Handle Your AACF Finances", available at the JEMS/AACF Office.

#### **Financial Care For The Local Campus**

A process for the care of funds on the local AACF Campus has been developed. A copy of the "AACF Campus Financial System" is also available in the JEMS/AACF Office.



## *POLICIES*

# SCHOLARSHIPS

### Introduction

The following policy is for student scholarships for ACCF retreats and/or conferences. JEMS/AACF does not allow the lack of money to hinder anyone from attending its conferences. Donations of funds may be available any time during the year to be used for scholarships.

### Policy

AACF, as a part of JEMS, will grant applications for scholarships using the following criteria:

1. No scholarship from JEMS/AACF will be granted for more than half of the retreat/conference fees. No scholarship will be granted for expenses over and above retreat/conference costs (i.e., late fees, photos, t-shirts).
2. Applicants should be made aware that there is an alternate loan program available. The loan program assumes that a student will apply for a job during the summer and allows students to pay back the loan once the student's summer job commences. This alternative must be discussed prior to any retreat/conference registration with either the camp director or co-directors, and will be considered on a case by case basis.
3. If scholarships/funds are to be received from another entity (i.e., church, local AACF, etc.), the student is expected to pay what they can, notating on the registration form that a scholarship/funding is forthcoming to complete the funds registration costs section of the registration form. Following this procedure will avoid late fees being added to the registration fees. Please have the supporting agency send a check with a MEMO NOTATION, stating who and what the check is for. Any questions regarding this policy may be clarified by contacting the JEMS/AACF Office.

### Procedure

1. Applicant must send in a written request for a scholarship. In applying for a scholarship, JEMS/AACF would encourage the use of the suggested letter format that can be obtained through the AACF office.
2. Applicants will be considered according to need.
3. Applicant should consider the following **prior** to forwarding a request for a JEMS/AACF scholarship:
  - a. What are my needs? Have I considered my personal resources? Savings? Working situation?
  - b. Do I have time to raise money for this retreat/conference and to set the money aside?
  - c. Will my local AACF group assist me?
  - d. Will my family and friends assist me?
  - e. Will my church assist by providing a scholarship or funds for me?



## *POLICIES*

# **COPYRIGHTS**

### **Scripture/Materials**

(Reproduction of information from textbooks, magazines, etc.)

JEMS/AACF has many resources available in its library and their campus minister's libraries to assist students in their ministries. The following policy is to encourage proper handling and usage of others' materials.

#### **Biblical Information**

AACF encourages each student and campus minister to have their own Bible. We recognize the many versions of the Bible available and the many publishing houses who provide them to us. It is important to consider and respect their copyright procedures. The AACF office has available, at your request, information as to how each publishing house, for the major versions (NIV, NASB, etc.) has established and maintains their policies.

#### **Textual Information**

God has raised many gifted men and women to write on His behalf for the education of His people. As we benefit from the educational materials (books, journal articles, etc.), and desire to use them, especially for training track materials, it is important to respect these copyright policies.

Most quotations of authors require written requests for permission from the publishing companies. Some publishing companies might require photocopies of the completed works, including the quotations, to validate and verify their usage. Turn-around time for such requests can require a minimum of one week, with no specific maximum depending on the length of the work. Campus ministers, individually, may request this information, or if large portions of materials are being referenced, the AACF office is available to assist in this process.

Again, it is the intention of AACF to give recognition to works that are not our own creations. Thus, notation of author, text, and bibliographic information for each work being used must be included on any printed materials that are distributed by AACF along with a notation of permission granted for that use.



## *POLICIES*

### **COPYRIGHTS** (cont'd)

#### **Music**

Reproduction of lyrics of songs on songsheets, overhead transparencies, etc. must have the permission of those who hold the copyright to those lyrics. The following are the requirements for AACF and music copyrights, according to the JEMS Music Ministry Director and JEMS Copyright Liaison. If you have questions, you may direct them to him/her at (213) 613-0022.

1. Each AACF group will annually provide an updated list of the songs in songbooks, overhead transparencies, etc. made during that school year.
2. Each group will also complete the attached AACF Music Information form and return it to the JEMS Music Ministry division each year.
3. Each group will reproduce lyrics so that the name of the artist is clearly noted and that the copyright information is in compliance with the proper licensing agreement with JEMS/AACF and with the copyright holders. In reproducing the lyrics, we will be faithful in printing all the copyright information: date, copyright, who owns the copyright (publisher, individual, etc.), and we will confirm that we have permission to reproduce the lyrics.

All reproductions should have the proper credits and the JEMS Copyright License number (CCL# 47309) noted on them.

4. Each group must have their own set of transparencies. As AACF/JEMS must report to their licensing agencies, these transparencies may not be shared with churches, and vice versa, a church's transparencies may not be used for AACF. Although some may intend to report the usage through your own churches, JEMS is ultimately responsible for all songs used by AACF in all their activities.



## *POLICIES*

### **STUDENT LEADERSHIP AND INITIATIVE**

The spirit and intent of Ephesians 4:7-13 is *"to prepare God's people for works of service, so that the body of Christ may be built up until we reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."* AACF exists to prepare college students to actively and wholeheartedly serve God in whatever ministry He may call them to. Therefore, it is AACF's intent to provide opportunities for students to develop ministry skills in a multitude of areas, such as worship, leading small groups, administering the large group, etc. AACF wants its students to actively participate in the decision-making process and to grow to become ministry initiators as well.

The following policy sets forth a principle of student initiated decision-making, planning and choosing of leaders. The policy is subject only to the limitations listed below which are there for protection of the students, maintaining respect for the integrity of God's word, and preservation of the mission and vision of AACF. It is in this spirit that this policy has been developed.

#### **AACF Policy**

Campus ministers should be committed to furthering the Mission and Vision of AACF by encouraging and guiding students in the discovery, use and development of their spiritual gifts. Campus ministers should also exercise their best judgment and take appropriate action when necessary. Appropriate action includes personal interaction with the student(s) to resolve conflict and, if necessary, intervening when:

1. Behavior, activities or beliefs contradict the Bible; and/or
2. Behavior or activities contradict JEMS or AACF policies, purposes or statement of faith; and/or
3. Behavior or activities are illegal, immoral, or in violation of school rules; and/or
4. Behavior or activities jeopardize health or safety.

#### **Recourse**

If situations arise in which the campus minister believes student initiated activities are or may be improper, the campus minister should confer with his or her supervisor, (e.g. Regional Director) for support and guidance. If a student feels that a campus minister has acted improperly, and the student is not able to resolve the matter with the campus minister, the student may contact the campus minister's supervisor for review of the matter. If the student is not satisfied with the supervisor's decision, s/he may contact the AACF Director (in writing). If the student is not satisfied with the Director's decision, s/he may appeal to the AACF Board of Directors (in writing), whose decision is final.



## *POLICIES*

### **STAFF LEADERSHIP & INITIATIVE POLICY**

It is the overall intent of AACF for the students to be empowered to take initiative in growing as Christians, reaching out to others, and working to expand the Kingdom of God. However, we recognize campus ministers have more experience and are in many ways further along in their journeys as Christians. The role of the campus minister is to be proactive in guiding the students to grow in both their personal walks with God and in areas of ministry. Whereas the student initiative policy is an essential one of intervention, this policy is one of intentional and proactive leadership.

It is the role of AACF campus ministers to proactively do the following:

- Guide and motivate students to model and articulate the mission and vision of AACF
- Equip student leaders through intentional discipleship, training, and life modeling
- Identify strategic areas of ministry where growth needs to take place in the AACF group and then to promote that growth
- Keep students focused on serving out of their relationship with God

In response to a staff directive, it is the students' responsibility to initiate activities necessary to implement the directive or direction.

Examples of hypothetical appropriate "staff directed" actions:

- An AACF group is weak in the area of biblical knowledge. Staff directed ministry might require the campus minister to disciple a small group of students in bible study techniques and then sends them out to lead bible study small groups on their own. However, "staff directed" does not mean that the campus minister tells the new leaders that they must lead only in the book of John or use only one brand of concordance.
- The group has no outreach to newcomers or to other students outside the group. The campus minister directs the core group to set up an outreach program. The campus minister gives some training but leaves the details of implementation to the core group themselves.
- An AACF group does not put enough emphasis on the Student Educational Objectives. The campus minister identifies specific areas of the Educational Objectives that were overlooked and works with the group to develop appropriate activities to correct the omission. However, the details of implementation are to be developed by the core group themselves.

Examples of inappropriate "staff directed" actions:

- The campus minister regularly chooses the worship set to be used in large group.
- The campus minister sets the entire schedule for the winter retreat.
- The campus minister plans core meetings without input from the Core Coordinator.

#### **Recourse**

If a student feels that a campus minister has over-stepped the bounds of this policy, he or she may contact the AACF Regional Director in writing. If the student is not satisfied with the decision, he or she may appeal in writing to the AACF Director and if still not satisfied, then to the AACF Board. The decision of the AACF Board shall be final (as of 3/1/03 LT).



## *GUIDELINES*

### **ACADEMICS**

The purpose of this policy affirms AACF's desire to be supportive of the whole student. We understand students and their competing demands such as school, serving in AACF, etc.

AACF suggests the following items regarding academics for all students considering and accepting leadership positions:

1. If a student has failed a course, s/he must notify their campus minister team leader and s/he could be subject to reduced leadership responsibilities.
2. If a student's GPA falls below 2.0 or is on academic probation (AP) for a school term:
  - a. S/he must also notify their campus minister or equivalent (RD); and/or
  - b. S/he might possibly be subject to removal from leadership responsibilities but not removal from core, if a core member.

However, if the student continues to fail or do poorly, consideration will be made for removal from their core position. Regional Director should be notified of any removal.

3. Restoration is possible only when school performance improves and student is on good academic standing.
4. If there is disagreement with the terms of the probationary action taken by campus minister, the student may petition through the normal chain of authority (team leader, Regional Director, Director).

Confidentiality of a student's failure is stressed at all levels. Information of any student's academic status is limited to the student and their campus minister. Unless dismissal from core leadership is impending, the entire core group need not be informed of the student's situation.



## *GUIDELINES*

### **LORD'S SUPPER**

It is suggested that the Lord's Supper be celebrated at least once per year at a large group meeting in each of the AACF's, at individual AACF retreats, at every regional and national AACF conference or retreat.

Every effort should be made to secure a licensed or ordained minister to administer and officiate the Lord's Supper when it is celebrated. If every effort has been made to secure a licensed or ordained minister, and one is not available, properly trained AACF campus ministers, with the approval of the AACF Director, are authorized by JEMS/AACF to administer and officiate the celebration.

This guideline is supported by pastors representing various denominations in the AACF church community. A listing of these pastors is available in the JEMS office.



## GUIDELINES

### **CULTS OR GROUPS DISPLAYING ABERRANT CHRISTIAN BEHAVIOR**

In the gospels we read that in the end times "*...many will come in My name, saying, I am the Christ, and will mislead many...And many false prophets will arise, and will mislead many*" (Matthew 24:5, 11).

With so many groups leading people astray, it is even more important that we continue to know the truth to be able to recognize aberrant and counterfeit groups. We continue to need to bathe our students and ourselves in prayer so that, we may be effective in presenting the Word.

Counterfeit groups do exist and we need to be encouraging students to be secure in their understanding of the Christian faith, to stand firm in dealings with these groups.

If you have a question about a certain group, feel free to contact the AACF Director for information on any group in question.



## GUIDELINES

### STUDENT LEADERSHIP CRITERIA

*"Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task." (1 Timothy 3:1)*

The implication of the above verse is that the characteristics found in 1 Timothy 3 and in a similar passage in Titus 1 should be the aim of every Christian, and that much more so for those who have the responsibility of leadership in a Christian context. Unlike our "instant society", God doesn't produce "instant leaders". The pathway to Christian maturity has always been a process. The criteria below, derived directly from these two key passages, seek to encourage you in your walk with the Lord, and to state the biblical standards that we strive for in the core group.

1. A growing walk with the Lord: developing inward holiness as well as outward obedience and witness; has consistent quiet times, prays, studies the Word, actively shares his/her faith, and will not substitute leadership activities for these vital Christian disciplines.
2. A servant's heart: does not have a deep need to be recognized publicly; serves the Lord and others willingly out of love without compulsion; is sincere and honest.
3. Firmly grounded faith: knows what s/he believes as a Christian and is able to articulate this to others using scripture and personal testimony; has been a Christian for at least two years, with growth in and commitment to the Lord throughout this time; a consistent member of AACF for at least one year.
4. Christ-like lifestyle: has demonstrated a positive influence on others through the example of lifestyle and sound words; has a positive reputation; loves to do what is good and right; temperate, self-controlled, and not given to excesses.
5. Responsible: has a proper sense of stewardship in time, money, gifts; realistically schedules his or her time according to priorities based on God's word.
6. A "team-player": Not hot tempered nor argumentative, but gentle and cooperative; has demonstrated the ability to work well with a wide range of people; willing to work through major differences in a spirit of forgiveness, humility, and unity; listens sensitively and respectfully rather than pushing own opinions onto others.
7. Social maturity: treats friends with respect and dignity; is warm and caring to the newcomers as well as regulars in AACF; is not drawn into cliques but extends him or herself to all; has a balance of friendships with both brothers and sisters; has an open line of communication with his/her family and non-Christian friends as to his/her involvement with AACF.



## GUIDELINES

### CORE SELECTION

(Taken from "What Am I Getting Myself Into?" AACF Core Leadership Training Manual by Larry Jay)

One of the most important responsibilities a core group, especially the core coordinator and campus minister has, is overseeing the selection of the core group for the coming year. It is a responsibility which requires a lot of prayer, for it is not an easy task. People can easily be hurt, angered, or frustrated. While each campus selects core differently, the following are a few guidelines for core selection:

1. People need to know the criteria for serving on core: It is important that a basic understanding of student leadership criteria (see previous page) is provided. The student leadership criteria is not so much a list of responsibilities, but a list of qualities that are essential for core members to have.
2. The large group needs to be involved in the process: It is important to let the large group participate in some way in the selection process. Allow the large group to nominate, in writing, individuals they feel have the characteristics of leadership and can fulfill the responsibilities of core. These nominations will be considered by the current core and provide a sense of who, in the group, may be emerging as next year's leaders.
3. There needs to be an atmosphere of discretion and silence. People in the large group love talking about who can serve and who would be good on core, this same talking can get people hurt. People don't have to talk to each other through the nomination or selection process. They can talk to the Lord, to the current core, and campus ministers, but they don't need to talk to each other.
4. The current core needs to talk and pray with potential core members. There are many misconceptions of core and often, these may need to be talked through before a new core is selected. While there needs to be no talking, secrecy, and discretion within the large group, communication between the current and potential core is important during selection. Good dialoguing facilitates a smooth core selection process.
5. The current and potential core needs to spend a lot of time in prayer waiting on the Lord. While it is so tempting to want to talk to everyone else about the process, the Lord is the most important person we should be talking to. The current core needs to pray for the important decisions being made. The potential core needs to pray for motivation, and a call to serve. Everyone needs to pray that the Lord will guide the decisions.
6. The selection process needs to start early. At semester schools, core selection should begin in February, with new core selected by April. At quarter schools, core selection should begin in March, with the core selected by May. It takes about two months for the core to pray, the body to pray, the body to nominate, the nominees to pray, the core to talk to the nominees, the core to pray, the core to discuss and a new core to be selected. Selecting leadership should not be rushed into nor taken lightly.
7. The current core needs to assist the new core during the transition. The new core needs to be selected with enough time left of school for adequate training to take place. During this period, the current core members may want to "mentor" the new core members, sharing their experiences in serving. It is highly encouraged that the entire new core attend the Leadership Training Conference, as this is an important time of training and community building which is beneficial to an AACF.



## GUIDELINES

### CAMPUS RESOURCES

AACF campus resource people are individuals who are recognized and affirmed by the ministry of AACF to volunteer their time and talents in a limited capacity as prescribed by either the supervising campus minister or regional director.

#### **Qualifications and Accountability of a Resource Person to an Unstaffed Campus:**

Ordained Pastor: Senior/Associate pastors

Recognized church workers: youth pastor, Christian education leaders, music director, etc.

Para-church organization campus minister: InterVarsity Christian Fellowship, Campus Crusade for Christ, etc.

The resource person for an unstaffed campus may be sought out by the student leadership at the local campus and/or the regional director and must be approved by and accountable to the regional director. The extent of accountability shall consist of reporting activities and interaction with students at least once a quarter/semester.

#### **Qualifications and Accountability of a Resource Person to a Staffed Campus:**

In addition to the qualifications listed above for the unstaffed campus, resource people for a staffed campus may be expanded to include:

AACF alumni

Local church members in good membership standing

Spouses of campus ministers

These resource people may be sought out by the campus minister in agreement with the student leadership at the local campus. The extent of accountability shall consist of direct reporting to the local campus minister on a regular basis as agreed upon between the campus minister and resource person. The regional director should also be notified of the use of resource people beyond a one-time service.

All resource people must agree with and uphold the mission and vision of AACF and the AACF Statement of Faith. Resource people will be allowed to serve for a designated length of time determined and agreed upon by the campus minister or regional director.

#### **Examples of Resources:**

There are two types of resource people:

1. ON-GOING RESOURCES
  - Small Group Leader
  - Discipler
  - Ministry Trainer (worship, small group leading, etc.)
  - Pastoral Advisor Board Member
  - AACF Board member



## GUIDELINES

### CAMPUS RESOURCES (cont'd)

2. ONE-TIME RESOURCES\*
  - Large Group Speakers
  - Conference Seminar Leaders
  - Regional Event Speakers
  - Retreat Speakers

\*One-time resources who are serving as speakers should be compensated in compliance with the AACF speaker policy.

#### **A Resource Person is not:**

- an AACF campus minister nor official representatives of JEMS;
- able to change AACF practices without input of the student leadership and campus minister or regional director; and/or
- involved in making major leadership decisions. Final decision making authority rests within the AACF leadership structure.



## GUIDELINES

# PRAYER

### Introduction

The increasing emphasis on lay ministry and the exposure of some Asian American Christians to various styles of healing ministry, leads to a need to articulate guidelines. These guidelines should be biblically sound, appropriately balanced and sensitive to our various participating churches and clearly helpful to the mission of JEMS and AACF. An important principle to remember is that the use of spiritual gifts are to care for the various needs in the Body of Christ.

The use of prayer and the power of prayer are very familiar experiences of JEMS, for it was founded as a result of prayer over 40 years ago. Along with prayer, the emphasis on evangelical teachings, practice of the Gospel of Jesus Christ, and the uplifting of Jesus Christ as the only Savior for the world in the power of the Holy Spirit is essential. We are called in the mission statement of JEMS, "to evangelize, disciple, equip, train and unite believers in the Japanese and Asian American communities to develop a rich past and experience good relationships with many different denominations and churches." We are able to work together with integrity to fulfill the prayer of Jesus, who prayed that we all may be one in order for the world to know God's love and that His Son Jesus was sent into the world so people may truly believe in Him. Maintaining this unity and focus of purpose is again essential for JEMS.

Maintaining the unity and focus of purpose means we recognize the gifting of individual believers with a variety of spiritual gifts (1 Peter 4:10) for serving others to build up the Body of Christ, to demonstrate God's love and instill faith to believe in Christ in others. We believe the source of these spiritual gifts is more important than the gifts themselves. The gift of love (1 Cor. 13) and the fruit of the Spirit are more important to have and share than all others, so that the Body of Christ, the Church, will be edified and magnified. Also, the way we live with quality, integrity and veracity is most important, so that our ministry will be lasting and effective.

Maintaining the unity and focus of purpose also means we recognize the work of those who are given leadership positions, such as the director of a JEMS' camp or retreat. Therefore, the prayer ministry team never works independently nor conflictingly, but always consults with the leadership, and works with the whole core team for the good of the whole group.

In the context of our conferences, retreats, and other ministries including campus ministry, the prayer ministry team is on equal basis with the worship team, teaching or ministry staff teams. Like the Body of Christ, no one part is more important or less important than the others.

With these important background information in mind the following guidelines are present for application in our ministry.

## GUIDELINES

### PRAYER (cont'd)

#### Ministry Guidelines

As a Prayer Ministry team, we want members to minister to the whole person, not just to their physical need for healing. The underlying spiritual need(s) must be discerned very carefully:

1. The primary consideration of the prayer ministry team is to convey God's love and care in a personal and tangible way. The ministry time is not to give a "quick fix" solution to the needs of the person, such as for physical healing. It is a time for the person to experience the grace, mercy and love of God through prayer and words of encouragement.
2. The issue of physical healing or other healings during the ministry is not confined to those who have the "gift of healing". In the same way that we may not all have the gift of evangelism, yet we are all called to evangelize, so likewise, we are all called to pray for others to be healed, comforted, encouraged, etc. There is need for intercessory prayers by everyone, for one another, at any time.
3. We need the power of God to do the ministry set before us.
  - a. Unless we abide in Christ, we can do nothing (John 15:5)
  - b. The ministry Jesus did was not of his doing, but by the Father in heaven. The Father gave Jesus the words to speak. Therefore:
    - 1) The key principle on ministering to others is that we need to be listening carefully to God;
    - 2) We need to discern that what is being communicated by the person seeking help (prayer) is indeed what God would want us to pray for;
    - 3) It is important to understand that healing will not occur every time we ask for it. John, chapter 5, describes how many wanted to be healed at Bethesda, but Jesus healed only one person; and
    - 4) As a ministry team, we minister to the whole person.

Jesus in ministering to the people met their spiritual needs first before taking care of their physical needs. For Jesus, dealing with the heart and attitudes came first.

It is also important to remember that JEMS and AACF cannot give the on-going care provided to an individual by a home church. Therefore, we must be careful not to "open-up" anything which cannot be adequately addressed in the span of the retreat or other ministry. But when we sense a deeper need, we can serve as a referral channel to the home church and their professional counseling members, if they have them. Please notify the person in charge of this ministry, who will handle this matter.

While serving on the prayer ministry team, members may hear of painful experiences of the past which may have been caused by abuse. Such confidential information need not be reported to the Director of the ministry unless the person is under the legal age of an adult. If the person is a minor, by law, JEMS and AACF must make a report. Therefore, this matter must be handled with utmost confidentiality and wisdom, and reported only to the person in charge of this ministry.

## GUIDELINES

### PRAYER (cont'd)

#### Specific Ministry Guidelines

1. The dignity, privacy and confidentiality of the person you are praying for is a top priority.
  - a. Do not share with the rest of the group about the things that you have been asked to pray for unless you have permission.
  - b. If there is an encounter with a person troubled with evil spirits (sometimes described as demonized), there must be strict confidentiality.
2. Prior to prayer, if you plan to lay hands on the individual in need of prayer, it is wise to ask for permission to do so. As in personal evangelism, when you are dealing with the opposite sex, laying of hands must be avoided to prevent misunderstanding and distractions.
3. In reference to praying in tongues, it would be wise to remember the admonition of the Apostle Paul found in I Cor. 14:19. If you are led by the Spirit to pray in tongues, it would be helpful to pray inaudibly, since non-Christians are likely to be part of the gathering, and interpreters are unlikely to be near.
4. Please be very careful and full of wisdom if you have the gift of discernment concerning certain types of spirits. Use extreme discretion in addressing any spirits. Non-Christians and even some Christians may be unfamiliar with the language.
5. If during the course of prayer, you receive a "word" from the Lord, then it would be best if the "word" is not used emphatically, but as part of your prayer, rather than being shared one on one after the prayer time. If you truly feel that you must share it, please share it tentatively, that is, in a question form to obtain verification.
6. If someone starts to sway, try to keep him/her up. Be careful that s/he does not get hurt.
7. If the Holy Spirit comes upon the person you are praying for, and s/he starts speaking in tongues, then tone down the "tongues" and take the person to another room.
8. When you are praying for people, take as much time as you need, but also keep track to see if there are others waiting for prayer.
9. Demonization is not the norm. However, it has occurred so, here are some specific guidelines if the demon manifests:
  - a. If you don't know what's going on, do not panic. Ask someone to help you. Remain calm;
  - b. If you can handle it, tone it down and take the person to the back room;
  - c. Avoid anything that would draw curious-types or onlookers;
  - d. Do not pray by yourself. Wait until you can get 2 or 3 other persons to pray with you;
  - e. Try to avoid laying hands on a person you may think is demonized;
  - f. If it takes longer than 20-30 minutes in ministering to someone, don't drag it out. Tone it down and make a later appointment or suggest they make an appointment with one of the pastors;
  - g. Avoid labeling anyone as "demonized"; and
  - h. Avoid any conversations with anyone about who you pray for.
10. Be in prayer for yourself and be in the Word of God, because we need the spiritual armor of God to serve effectively. The prayer ministry team members must always remember to uplift Jesus Christ and bring glory to God, and not to self in any manner.

It is our prayer that the above guidelines and information will be accepted and applied. Any suggestions and information on this matter will be appreciated.



## GUIDELINES

### WOMEN IN MINISTRY DOCUMENT (UPDATED 9-2002)

#### I. THE STATEMENT

##### A. Values Statement - We are committed to the following values:

- To affirm in word and deed that women and men are made in the image of God.
- To understand the intention of God, the effect of sin and its distortion of God's intent, and the power of the cross of Christ and the work of the Holy Spirit to live according to God's intent.
- To follow in the steps of Jesus as He called men and women to be His disciples.
- To serve Christ in a biblical model of community made up of brothers and sisters in Christ as co-laborers for His Kingdom.
- To educate and equip men and women so that they might fulfill their call and service to Christ.

##### B. Women in Ministry Statement

As AACF, we affirm men and women as created by God to live and serve in all positions as followers of Jesus Christ. As brothers and sisters in Christ, we are empowered by the Holy Spirit to minister on the college and university campuses so that those who know Him might continue to grow and develop in their relationship with God. For those who do not yet know Him, through our faithful witness, they would come into living a personal relationship with Christ. We demonstrate what it means to be created in His image as we live in God-honoring ways as men and women mutually submitting to one another out of reverence for Christ. We continue in our rich heritage of faithful men and women serving together in partnership, empowering men and women to be all that they can be and do in Christ for His purpose and glory.



# SECTION THREE

## CAMPUS MINISTER

### POLICIES

### AND

### GUIDELINES



## *CAMPUS MINISTER POLICIES*

### **DATING, SINGLENESS & RELATIONSHIPS**

#### **Introduction**

As AACF campus ministers, we have a tremendous amount of influence with students and a great deal of responsibility on how we reflect the Lord's witness and ministry. Every action that we do is magnified, because we are people placed in authority in the Lord's ministry. Whether we perceive it or not, any action by staff personnel can directly influence how AACF is viewed by our community. These policies and guidelines on dating, singleness, and relationships are established to preserve our healthy relationship to the community and the churches that we serve. They will also further enhance and protect the integrity of the AACF ministry.

#### **Policy**

It is understood that the campus and the students are the mission field of AACF. If a campus minister were allowed to date within their mission field, it is probable that this would inhibit the maximum effectiveness on campus. If students had to question the intent of the campus minister as to what their motives or intentions were, this would greatly limit the worker's effectiveness and witness. In addition, if the relationship did not work out, there would be a great deal of emotions which would have to be dealt with. This would lead to more time focused on reconciliation and healing, rather than furthering the ministry to others.

1. Any campus minister in a dating relationship needs to have wisdom and sensitivity to the people affected by their ministry. Since campus ministers are models who reflect the image of Christ, an AACF campus minister must be held accountable for high moral integrity.
2. AACF campus ministers are not allowed to develop dating relationships with students on their assigned campus. If one develops a mutual relationship with a student on a campus, the campus minister may be given an option for reassignment or termination of their staff position. This action shall not be taken without previous consultation with the Team Leader and/or Regional Director,
3. AACF campus ministers shall not date students from other AACF campuses.
4. Sexual or moral misconduct are grounds for immediate disciplinary action and possible dismissal from the AACF ministry. In addition, if a campus minister reflects negative tendencies toward the building of healthy relationships, after consultation with the Team Leader and/or Regional Director, they will be disciplined appropriately.



## CAMPUS MINISTER POLICIES

NOTE: The JEMS policy encompasses AACF as a ministry and this serves as a reference for its campus ministers.

### MISSIONS POLICY

JEMS promotes missions and missionary work. The JEMS' International Ministry actively selects, trains, sends and oversees missionaries for summer/winter, short term and career work in Japan and South America. This missions policy provides guidelines to govern the participation of staff members, paid and unpaid, in JEMS sponsored and non-JEMS sponsored mission projects.

#### I. CROSS CULTURAL MISSIONS SPONSORED BY JEMS

##### A. General Application Process – All Applicants

**Application and Interview.** JEMS encourages individuals who are interested in JEMS sponsored overseas missions in Japan and South America to complete an Application form for Summer/Winter Missions (3-8 weeks), Short Term Overseas Missions (typically 1-2 years), or Career Missions. Application forms, including a personal testimony and letter of endorsement from the applicant's home church, will be reviewed by the applicable Sending Committee. The committee will conduct an interview with each qualified applicant.

**Fund Raising and Support.** Following written approval by the Sending Committee and affirmation by the JEMS Board of Directors, JEMS will assign an account number to the applicant for fund raising purposes to cover travel, living, insurance and ministry expenses. JEMS will provide services and some supplies to facilitate fund raising, such as sample support raising letters, envelopes, counsel and financial reports. At least 80% of the needed funds must be received before the worker can depart to the assigned field. Personal funds may supplement donations and are refundable if donated funds are subsequently raised. JEMS will forward monthly support by postal money order to workers if the term is longer than 3 months. Otherwise living and ministry expenses will be dispensed approximately two weeks before departure.

**Preparation.** JEMS will arrange appropriate training by experienced workers over a period of months, depending upon the assignment and length of ministry. In order for the application, support raising and training to be properly completed, a minimum of 6 months lead time is necessary for Summer/Winter missions, 12 months lead time for Short Term Missions and 18 – 24 months lead time for Career Missions. Please note that a more detailed policy for Career Missions is available on request from JEMS.

**Assignment.** JEMS will arrange and notify applicants of field assignments as soon as possible when the worker's qualifications and experience match the receiving church's needs/plans/mission. JEMS attempts to send workers in teams of two or more, provided there are churches that have the facility to receive them. Exceptions will be made depending upon qualification of the applicant and church situation. When the assignment to an overseas field is more than 3 months, a special missionary visa is required. To serve in Japan, a certificate of eligibility, which is obtained by the "receiving church" in Japan, is required. The certificate must be presented to the Japan Consulate in USA with a confirmed air flight ticket to receive the visa.



## CAMPUS MINISTER POLICIES

### MISSIONS POLICY (con't)

#### **B. Application by Paid Staff Workers**

**Paid Staff Seeking to Receive Pay.** For paid staff members who want to be paid during the missions project, JEMS permits up to 3 weeks of paid ministry time per year, plus use of up to one week vacation time for a maximum of 4 weeks absence per year. However, the timing, duration and back up for the paid staff member must be thoughtfully worked out and approved in advance by the staff member's supervisor and the JEMS Board. For JEMS paid staff members who are going to be paid during the missions project, the amount of required support may be adjusted lower after the applicable sending committee reviews the staff member's financial requirements with the staff member to account for the wages that the paid staff member will be receiving.

**Paid Staff Using Vacation Time.** Paid staff shall follow the general application process. If the paid staff member is going to use accrued vacation time and not seek to be paid during the missions project, then no additional requirements apply. However, the staff member must obtain prior approval to take vacation time.

#### **C. Application by Volunteer Staff Workers**

**Volunteer Staff.** Volunteer staff shall follow the general application process.

## **II. CROSS CULTURAL MISSIONS NOT SPONSORED BY JEMS**

#### **A. Application Philosophy – All Candidates**

JEMS staff members may choose to go on a legitimate mission trip sponsored by other mission organizations. While JEMS would prefer that its staff members participate through the JEMS mission program, JEMS supports other mission projects that will promote the Gospel. Before any staff worker decides to apply for missions with another mission organization, the staff worker should consult and spend time in prayer with his or her supervisor to seek guidance on timing, to provide coverage for current responsibilities, and to understand the qualifications of the host mission agency, the nature and details of the proposed assignment and God's will for the staff member.

#### **B. Application by Paid Campus Ministers**

**Paid Staff Member Seeking to Receive Pay.** Staff members who wish to be paid during the missions project should allow at least 4 to 6 months lead time to accommodate the processing requirements of JEMS and the sponsoring mission organization. This will also allow time for the worker to notify supporters of the worker's intentions and possible need for additional support. To the extent that complete information is not available within this time frame, please provide as much of the requested information as soon as possible. The following documents need to be received by the JEMS Board for review and approval.



## CAMPUS MINISTER POLICIES

### MISSIONS POLICY (con't)

Please note that a copy of the staff member's application to the sponsoring organization may contain much of the requested information and it is acceptable to provide a copy of such application in order to avoid duplication of effort by the staff member. If the staff member is applying to participate in the same missions trip with the same sponsoring organization as the preceding year, the staff member should still submit items 3, 4, 5 and 7 below and will only need to submit the other items if they have changed from the prior year.

- 1) Evidence of support from the worker's home church, preferably from the pastor or missions committee.
- 2) An invitation from the sponsoring mission organization inviting the worker to participate in the mission project and an explanation of the sponsoring organization's obligations to the staff member, a description of the worker's responsibilities, travel information (cost, duration and exact field location), schedule and other details of the trip.
- 3) A certificate of liability insurance that shows JEMS as an additional-insured with the sponsoring mission organization.
- 4) A copy of the staff member's comprehensive medical and travel insurance that covers foreign activity, including accidental death and dismemberment, medical expenses, in-hospital care, medical and terrorist evacuation and repatriation.
- 5) A copy of the worker's valid passport.
- 6) A short statement explaining why the staff member wants to participate in this particular missions project and any prayer requests.
- 7) A written recommendation from the staff member's supervisor for participation in the missions project.

The JEMS Board will notify the staff worker of its determination as soon as possible after receipt of the foregoing information. The Board may request to interview the staff member as part of its review. While JEMS permits a baseline of 4 weeks absence per year (up to 3 weeks paid ministry per year plus the use of up to one week of vacation time), the timing, duration and coverage for the staff member must be thoughtfully worked out and approved in advance by the staff member's supervisor and the JEMS Board. Exceptions to this policy require the approval of the JEMS Board and, as applicable, the AACF Board. AACF campus ministers who accompany AACF students on missions trips will be eligible for more than 3 weeks pay as approved by the AACF Board and JEMS Board.

**Paid Staff Using Vacation Time.** Staff members are encouraged to carefully investigate the other mission organization and program and to discern God's will. If the paid staff member is going to use accrued vacation time only and not seek to receive regular pay during the missions project, then no additional requirements apply. However, the staff member must obtain prior approval to take vacation time.

- C. Application by Volunteer Staff.** Volunteer staff should obtain prior approval from their supervisor for any absence from their ministry responsibilities.

Dated January 31, 2004