

COVENANT MERGE MINISTRY VALUES

A ministry of the Evangelical Covenant Church's Department of World Mission

Core Value – Merge International
Covenant and evangelical churches partnering with international churches and organizations involved in community ministry, in order to encourage the local church/organization and enhance what they are doing in their communities

1. **Covenant Churches** – our primary objective is giving Covenant churches from around the world an opportunity to partner with other churches
2. **Partnering** – our objective is for a partnership to be developed for that week, if not for longer. The visiting team is not doing things FOR the local church, but WITH them.
3. **Community** – the focus is on ministry outside of the local church; in the neighborhood and surrounding areas of the church. There is less emphasis on ministry for the church and in the church.
4. **Ministry** – this is Christ-centered and Kingdom furthering, not just a learning activity or social project
5. **Encourage** – knowing community ministry to often be discouraging, frustrating, and tiring, a goal of the team's visit is to encourage the local church pastoral staff, leadership and members by being with them as partners in ministry. In order to do this, relationships will need to be established.
6. **Enhance** - expecting the local congregation to already be involved in community ministry, the skills and experience of the visiting team members are to be utilized to strengthen and support what the local church is doing, so that having the team involved will make the community ministries more successful.

Covenant Merge Ministries is looking for summer staff who:

1. Are called by God to serve internationally
2. Have a servant's heart
3. Take initiative
4. Work well on a team
5. Resolve conflict in a healthy manner
6. Can continue to minister even in difficult circumstances
7. Are flexible and teachable
8. Have a growing relationship with Jesus Christ
9. Have energy and are willing to serve continuously for at least 6 weeks with few days off.
10. Are able to work in a professional manner with exceptional maturity

Dates: 6 weeks minimum between May 15 and August 15 for summer staff

Positions Available:

- Site Supervisors (experienced Merge staff only)
- Interpreter
- Work Project Coordinator
- Food Service Coordinators/People Ministry Assistant

Language: Speaking multiple languages is not required to be a part of the staff. However, it increases effectiveness in your ministry, unless assigned to an English-speaking region.

Fund Raising: You would be REQUIRED to either raise the money or pay your own way to your starting/ending point, which is your base. This location is determined based on the skills of the summer staff individual and how many Merge teams are scheduled for what regions of the world this summer.

You would have an account in Chicago at Covenant Headquarters where people can send the support, so it is tax deductible.

It would be an OPTION for you to raise money for a \$25 per week to pay for personal expenses during the summer. You can choose to either bring personal expense money with you or fund-raise that amount.

While working with Merge your food, lodging and transportation would be covered.

Lastly, you have the OPTION of fund-raising a stipend for the summer. For each trip you work during the summer you can be paid a maximum of \$270 per trip. If you don't raise the full amount to cover all of the stipend earned then Merge would pay you whatever is available in your account.

Training/Debriefing: Training will take place in March, April and May via Skype with the Merge Assistant Director and the Merge Trip Facilitators you will be working with during the summer. When you arrive at your starting point/base a period of training will take place on site before the first mission teams arrive. If possible, a period of debriefing will also take place at the end of the summer.

You will also receive a training manual you will be expected to memorize.

Application Restrictions: You must be 18 years old by May 15, 2016 to apply.

No unmarried or unengaged couples are both allowed to be on summer staff. Only one of the pair can apply. The other can be considered for a volunteer staff position.

Housing: will depend on what region you will be in. Summer staff need to be flexible and willing to live in

various situations. Staff will live in the same areas of the world the Merge teams travel to.

Food: Will be provided during times of ministry.

Laundry: There will be opportunities to do laundry, but often two weeks will pass by before the opportunity occurs. Each individual does not necessarily do their own laundry. It is important to bring enough clothing and have it marked well.

Communication: In some regions of the world communication via phone, internet, social media, etc. may be extremely limited. It also is the case that hectic schedules often do not allow for consistent communication to take place.

Applications are due by February 1, 2016.

All staff decisions will be made by February 15, 2016.

Send completed application to the Assistant Director, Alex Velasco,
1120 3rd st
Windsor, CO 80550

or by email at alex.velasco@covchurch.org

If you have any questions call Alex Velasco at 956-227-7285 or e-mail at alex.velasco@covchurch.org

covenant merge ministries summer staff application

PERSONAL INFORMATION

Name _____ SS # _____

Address _____

Telephone # _____ Date of Birth _____

Email Address _____

POSITION(S) APPLYING

Please mark all positions interested in and qualified for. Indicate by number your first choice, second choice, etc. Leave blank positions not interested in or not qualified for.

_____ Site Supervisor

_____ Work Project Coordinator

_____ Interpreter

_____ Food Service Coordinator/People Ministry Assistant

EDUCATION (college and above)

School	Location	Major	Dates	Degree
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1.

2.

3.

EMPLOYMENT (List most recent employment)

Employer	Position	Dates	Phone #
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1.

2.

3.

4.

VOLUNTEER EXPERIENCE

Organization Position Dates Phone #

- 1.
- 2.
- 3.
- 4.

CHURCH BACKGROUND

Church Name _____ Phone # _____

Names of pastors who can give a qualified reference.

Name Address Phone #

- 1.
- 2.
- 3.

Additional References (minimum of two)

Name Address Phone #

- 1.
- 2.
- 3.

Share a brief account of your current spiritual journey with Christ.

In what ways would you take initiative as part of the Merge summer staff?

Give examples of how you have a servant's heart due to your relationship with Christ.

What is your motivation to serve on the Merge summer staff?

What is your view of God when bad things happen to good people?

What 2-3 personal issues do you have which may interfere with your emotional and spiritual well-being during a stressful and difficult summer? Explain.

Give examples of how you have worked well under supervision and with a group.

How do you resolve conflicts with others?

What would you do to maintain a professional distance from persons of the opposite gender? How would you react if someone were flirting with you this summer?

Would you be able to bring your own vehicle? What type?

Explain your Spanish proficiency.

Give an account of your missions experience, especially any experience in Latin America.

(For those applying for Interpreter)

Share your experience in leading or assisting in a bilingual/cross-cultural context.

(For those applying for Work Project Coordinator)

Share your construction experience.

(For those applying for Food Service Coordinator/People Ministry Assistant)

Share your experience in providing food for groups of people.

Share your experience in ministry with people (children, youth, etc.).

What would be the earliest date you would be available this summer?

What would be the latest date you would be available this summer?

Do you have any physical or mental limitation which would affect your performance of the duties of the job for which you are applying? If so please explain:

Have you ever been convicted of a crime? Yes or No _____

If you have been convicted of a crime other than a minor traffic offense, please state the following: Nature of conviction, date, sentence received, sentence served including date and location, and any other facts or circumstances you wish to provide.

I certify that the above information and statements are true and complete to the best of my knowledge. I understand that any misstatement or material omission from this application may result in my disqualification from consideration for a position and may be the basis for termination of my services.

I authorize The Evangelical Covenant Church or its agents to undertake any investigation it deems appropriate in connection with this application, including contact with all prior employers, references and a criminal background check.

Signature _____

Date _____

Notice: A phone or personal interview will take place covering your personal spiritual journey in Christ, experience, and qualification.

FOOD SERVICE COORDINATOR/PEOPLE MINISTRY ASSISTANT

The food service coordinator/people ministry assistant is under the authority of the Merge Executive Director, Trip Facilitators and Site Supervisor.

Recommended:

Food service experience

Personal vehicle for use in ministry

No Spanish is required for this position, though it is useful

Job Responsibilities:

Attend weekly preparation and evaluation meetings.

Willingness to help in other areas when needed, especially people ministry.

Food Service

- Secure complete information at opening meeting of all special needs, allergies, dietary restrictions, and special requests of group.
- Plan a menu based on group's needs and requests.
- Plan mission team meals (usually cold breakfast & lunch).
- Purchase and prepare food for meals that are not arranged to be prepared by local cooks or mission group.
- Be willing to get up before sunrise to prepare.
- Purchase food items and personal supplies for Merge staff.

Records

- Maintain an accurate log of all purchases.
- Submit a completed purchase log and leftover money to supervisor at the end of each mission trip.

If mission team is purchasing and preparing own meals:

- Assist in locating stores to acquire needed items.

Water and Ice

- Organize water containers for each mission team work/ministry site.
- Purchase all water and ice needed at work/ministry sites.
- Check water and ice supply at sites throughout the day.

Food Safety

- Maintain and enforce food safety recommendations.

Merge Supplies

- Organize and maintain order of food service items at sites and in storage.

Transportation

- If bringing a vehicle, the food coordinator will be expected to help with staff transportation to ministry sites, when available.

Assist interpreters with ministry programs

- Interpret
- Assist mission teams in ministry
- Be available to assist interpreters in any way

Prayer

- Be in constant prayer for the mission team, projects and international ministry.

WORK PROJECT COORDINATOR

The work project coordinator is under the authority of the Merge Executive Director, Trip Facilitators and Site Supervisor.

Recommended:

Some construction experience (especially internationally)

Knowledge of Spanish construction terms

Job Responsibilities:

Attend weekly preparation and evaluation meetings.

Willingness to help in other areas when needed.

Preparation

- Plan work projects for mission teams with supervisor.
- Communicate with site pastors, Merge Trip Facilitators and mission team leaders to organize work project details .
- Write up and draw plans for work projects as necessary.
- Determine responsibility for material purchases and delivery.

Material Purchasing

- Purchase work project materials.
- Maintain an accurate log of all purchases.

Purchasing Records

- Submit the completed purchase log and leftover money to supervisor at the end of each mission trip.
- If mission team purchases own materials, guide the mission team to local stores to obtain needed materials.

Supervision

- Be present at work sites to provide supervision, guidance, and direction.

Communication

- Maintain ongoing communication between work site pastor/director, Merge Trip Facilitator and group's work site team leader.
- Advocate for the national pastor/director concerning way of doing international construction.
- Encourage mission team to build things according to the wishes of pastors/directors.
- Follow all established safety guidelines to maintain a safe work environment.

Materials Organization

- Organize and maintain work project supplies at the Merge base.
- Keep an accurate inventory of supplies and tools.
- Mark Merge tools with distinct label. (green spray paint)
- Make sure they are returned to the storage facility at week's end by using check-out/check-in lists.

Relationships

- Encourage relationships between the nationals and mission team members.

Water and Ice

- Make sure group has a full water thermos with ice at all times.
- Obtain money for purchasing water and ice from Food Service Coordinator - purchase when needed.
- Give water and ice receipts to Food Service Coordinator.

Prayer

- Be in constant prayer for the mission team, projects and international ministry.

INTERPRETER

The interpreter is under the authority of the Merge Executive Director, Trip Facilitators and Site Supervisor.

Recommended:

Ministry experience with children, youth and/or adults

Good communication skills

Fluent or highly conversational in Spanish and English (able to speak in front of a large group in either language)

Experience in international ministry

Job Responsibilities:

Attend weekly preparation and evaluation meetings.

Willingness to help in other areas when needed.

Communication

- Keep site pastor/director informed of people ministry program agendas, activities, and outcomes.
- Maintain on-going communication with ministry team leader and site pastor/director regarding progress of ministry programs.
- Communicate cultural errors of team members to team leader immediately.
- Advocate for the national pastor/director to the mission team leaders about doing ministry the “international” way.
- Arrange, clarify, and confirm scheduled dates, times, and transportation plans with people ministry assistants.

Evaluation/Training

- Attend and evaluate people ministry events.
- Meet with people ministry team leader after each event to review evaluation and provide positive feedback and direction.
- Attend mission team people ministry planning meetings and provide insight into effective program methods and cultural ethics.

Translation

- Translate for people ministry events.

Support

- Be available to assist ministry teams with activities.
- Role model how to be an effective ministry team leader.
- Provide praise, encouragement, and prayer for all involved.
- Encourage relationships between the nationals and mission team members.

Water and Ice

- Make sure group has a full water thermos with ice at all times.
- Obtain money for purchasing water and ice from Food Service Coordinator - purchase when needed.
- Give water and ice receipts to Food Service Coordinator.

Prayer

- Be in constant prayer for the mission team, projects and international ministry.

SITE SUPERVISOR

The site supervisor is under the authority of the Merge Executive Director and Trip Facilitators.

Recommended:

Ministry experience with children, youth and/or adults

Good communication skills

Fluent or conversational in Spanish and English

Experience in international ministry with Covenant Merge Ministries

Job Responsibilities:

Communication

- Meet with Trip Facilitator for schedule trip planning, talk over details, transportation and have questions answered.
- Meet with Merge staff to go over schedule, transportation and discuss details of trip.
- Follow up with staff to make sure all areas are covered and staff is following through on responsibilities - daily meetings are recommended.
- Meet individually with staff members for questions, encouragement and prayer.
- Meet with mission team leader upon arrival to go over schedule and answer questions.
- Meet with mission team leader 2-3 times daily for schedule updates and to answer questions – communicate with all staff concerning schedule changes.
- Meet with pastor/director upon arrival to go over schedule and answer questions.
- Meet with pastor/director 2-3 times daily for schedule updates and to answer questions – communicate with mission team and Merge staff concerning schedule and program changes.
- When visited by trip facilitator and/or executive director update trip issues with them.
- Do not dictate a mission team's agenda - give the team options to choose from when there are decisions to make. Do not decide for them.

Supervision

- Food Service Coordinators
 - Make sure water and ice are provided by food coordinators.
 - Make sure a variety of food is available for each meal.
 - Communicate with cooks - make sure schedule is agreeable to them.
- Work Project Coordinators
 - Communicate with pastor/director, national work project foremen and Merge work project coordinator to make sure
 - there is enough work for the entire group,
 - finances are being used properly, and
 - Merge tools are being cared for.
- Interpreters and People Ministry Assistants
 - Communicate with pastor/director and Merge interpreter and people ministry assistant over people ministry issues.
 - Communicate with interpreter and people ministry assistant about people ministry issues.

Money

- Distribute money to responsible parties (work projects, food).
- Obtain Staff expense money from trip facilitator and use as needed.

Spiritual Leadership

- Initiate prayer with staff.
- Delegate and/or lead staff devotions.
- Encouragement - be an encourager and enabler of the staff, not the dictator.