

# MINISTRY RESPONSIBILITIES OF AN IMPACT LEADER



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# PREPARING AND TRAINING FOR MINISTRY

Fundamentally, you lead out of who you are. Therefore, it is vital to be in a dynamic growing relationship to God, others, and ministry. This includes at least the following:

## ***Fall Start-Up***

### **1) Prayer**

During the summer previous to ministry as an Impact Leader, you should be preparing for this work through prayer. Consider deeply what works God has done in your own life. God might want you to help facilitate similar things in your group, be open. Continue praying for new students throughout their early adjustment process, and throughout the year.

### **2) IMPACT Leader Training (August 24, – 10am to August 26, 2016)**

It is necessary for a good deal of instruction to take place for this role to be faced appropriately and even safely. The specifics of your roles and responsibilities as a leader will be given to you here. You must participate to achieve what is being asked of you.

### **3) Fall Student Leadership Challenge (August 29, 2016 – 8:30 am)**

You must actively participate in this leadership development event for all student leaders scheduled previous to the fall semester. The purpose of this event includes student leader briefing, continued ministry orientation/preparation and building team unity.

### **4) Orientation (August 30-31, 2016)**

As leaders, you play a huge role in Orientation Days. You need to book off and be at the disposal of the Admissions team for August 30-31. We expect you to 150% and be a part of the welcome process.

General responsibilities will include:

- Registration and Welcome Tents (host to dorms, etc.)
- All Meals (mix and mingle)
- Orientation Game (group leaders)
- IMPACT Group sessions x 2 (Tuesday and Wednesday evenings)
- Morning briefing (receive "special shirts" for a visual aid)
- Orientation Registration Stations (scattered about wearing "special shirts" as helpers for the process)
- Community Life Orientation – with your group
- Recreation Times (Mix and Mingle)
- Worship Times

You are needed to be a continual presence and to focus on making the new students feel at home for both days of Orientation!

### **5) Freshmen Retreat (September 9-10, 2016)**

If you have students that are freshmen then it is imperative that you be at this retreat. This allows you, early on, to build connections and welcome new students. Hopefully this will help you to situate yourself to help them adjust to college life. This first contact will be an important bridge to further ministry throughout the year.

## 6) Follow-Up Care giving

Ask God to give you wisdom to identify and minister to the needs of students adjusting to college life. In cases where a student demonstrates significant needs alert your Director of Student Development, and possibly refer the student to him/her. In the first month of each semester you should intentionally connect one to one with each new student. Be available and help creatively.

- Note: If a student is talking about leaving Prairie notify your Director of Student Development immediately. The Impact Leader may be the key person to encourage the new student to stay in college to complete his/her educational goals.

## *Equipping Meetings*

You will actively participate in regular (normally weekly) meetings during the academic year to develop your ministry competencies. These will include training on various ministry topics, deeper fellowship with your team and/or time with huddle groups to discuss ministry concerns.

## *Mentoring*

As a student leader you will receive some key mentoring from your supervisor (DSD). It is also encouraged as well to seek out a mature believer (e.g. faculty member, pastor, staff member, adult in your congregation) to help you develop and grow as a person and servant of Christ.

## *Winter Leadership Challenge Retreat (Jan 6 – 7, 2017)*

You will actively participate in this leadership development process at the beginning of the second semester. The retreat is at Circle Square Ranch early Friday morning until Saturday afternoon and finishes on campus after dinner in the Rick Down Athletic Centre.

**Note:** This retreat is mandatory for all student leaders. The cost of the retreat is covered by the school for all student leaders. Since places at the retreat are pre-booked any IMPACT leader not in attendance will be personally charged the cost of the retreat.

IMPACT Leaders who have incoming students will meet their students at a meal on Saturday night January 7<sup>th</sup>, 2017

## **DEVELOPING POSITIVE PARTNERING RELATIONSHIPS**

You serve as a para-professional within the Student Development Department. The closest team relationships will be the professional and para-professional staff of the Student Development Department. You are expected to serve within these relationships with the responsibilities as defined.

### ***Authority***

You are directly accountable to your Director of Student Development and will recognize and work within these lines of authority. You are to treat other Impact Leaders as competent and equal leaders.

The scope of authority/responsibility for the Impact Leader is primarily his/her Impact Group. This responsibility is not limited by time or geography because our intent is whole life discipleship. You do have authority and responsibility to deal with concerns beyond your own group, on and off campus, but great care must be given to handle these matters in an appropriate manner. Communication with other leaders affected is essential.

### ***Responsibility***

You have an assigned area of responsibility within the Department. You should have authority commensurate with this responsibility. As much as is possible decisions will be made by you in this area of delegated responsibility. However, consultation and communication with others, especially if others are affected by the decision, is expected. No person is an island. Reporting decisions/information needs to be at least to your Director of Student Development. Information sharing is helpful for the best coordination of resources, decisions, and energies.

Consider all items listed in the Community Covenant (and for residence students, all items in the Residence Handbook) as your responsibility to engage.

### ***Mission***

We are centered in the mission and vision. The ministry is not centered on an individual or any group or even on the Department. We are together because of the mission and this defines our activities, energy, decisions, and programs.

### ***Accountability***

The leader must choose greater accountability than others. Ironically, it is generally wrongly assumed that the leader requires less or no accountability. The leader is continually tempted to lead as a "lord," to give the appearance of serving without being a servant. Genuine accountability can assist in assessing if ministry is marked by service or selfishness.

We need one another to keep our commitments to God and to one another. We are not independent or dependent but rather interdependent. This is true professionally if we are to spur one another on to love and good works.

## ***Personal Development***

We minister and lead out of who we are. Therefore, it is critical that we have personal plans for development (education, spiritual walk, character). The leader must determine to live the spiritual disciplines of the Christ follower. This is the posture of dependency on God. Ministry is not ultimately reliant on personality, mastery of skills, knowledge, or any other human factor. Without the vital spiritual link to Jesus, the leader can do activities, but not authentic ministry. Only leaders who are being genuinely transformed will lead in transforming community.

## ***Team Unity***

You serve together with a ministry team of faculty and peers. None of us serve in isolation. We are not competitors for our own glory but rather comrades to magnify the glory of God. Our mission is too important and too large to be able to accomplish alone or individually. There are low walls in our ministry descriptions. We will assist one another in our pressure times and weaknesses. We rejoice in each other successes.

Individual agenda and preference must be set aside for the ministry of the team. You are expected to be fully committed to the unity of the ministry team, both in spirit and in function. This necessitates maintaining open and close communication with the other members of the team. It requires maintaining an attitude of love and dealing with sinful attitudes such as pride, jealousy, popularity seeking or anger.

## ***Loyalty***

We will speak and act with loyalty to others. We will not complain or criticize behind each other's backs. We will speak truth with love. We will choose to speak to the right people about the right things. We will not listen to criticism and critique of others but rather direct the person with a concern to the staff who can actually deal with the concern. We will speak with one "voice" on matters that are Departmental decisions, even if there is personal disagreement.

## ***Grievance***

Positive and constructive criticism is the basis for growth and success in the ministry and is therefore not only essential but also welcome. Positive criticism is defined as following biblically established channels with the motive of building up other people and enhancing the ministry. Negative or destructive criticism has the effect of diminishing another person's standing in the minds of others, of spreading discontent, of inhibiting progress, and of reducing ministry effectiveness.

It is normal to disagree. If you are concerned about a team member, a decision, or a policy you are to do the following: First, talk directly to the person(s) involved. If the issue is not resolved, then the next step would be to appeal to the person to whom that person reports (e.g. if issue is with the Impact Leader, go to the Director of Student Development; if it is with the Director of Student Development, go to the Dean of Education).

In the event that your final appeal does not produce the desired result, you have two options. You can accept the desired result with grace, participating loyally in its implementation. Or, if the issue is such that you cannot accept the decision in good conscience or with contentment, you should resign in a manner that causes the least damage to the ministry or to those who remain. You do not have the option of criticism, undermining the decision through half-hearted participation, complaining to others, or agitating for change.

## ***IMPACT Equipping Sessions***

You are expected to participate in regular sessions (normally an hour a week) as scheduled by your Director of Student Development.

### ***Prayer***

You should pray both with and for the other team members. Prayer will necessitate keeping short accounts with others on the team.

### ***Confidentiality***

Confidentiality should be handled with great care and integrity. You should inform your Impact Group that confidentiality cannot be kept if an individual or others are at risk (e.g. suicide threat, homicide threat), if an issue is illegal (e.g. physical abuse, sexual abuse), a case(s) of communicable disease, or if it would impede the responsibility you have to carry out as a para-professional staff member. You will be notified of certain confidential matters (e.g. student on Conduct Probation) that are not to be shared with students, parents, pastors, or, in some cases, even with other Impact Leaders. Personal matters shared by students should not be shared with others, even as prayer requests.

### ***Prairie Christian Academy***

Because of close association to PCA the Impact Leader should recognize the following responsibilities:

- 1) If you are aware of a PCA student violating guidelines speak directly to the student and then refer the issue to the PCA Resident Assistant on duty.
- 2) You should never criticize PCA students, program or staff. Rather, speak directly to the person(s) involved if you have a concern.
- 3) Cultivate and encourage good attitudes and relationships of Prairie students toward PCA.

### ***Student Priority***

There will be an expectation of each IMPACT leader to fulfill all the hours they have committed to, since they receive payment up front. This is an ethical issue. But we also recognize you are a student, as first priority, before being an IMPACT Leader. So your Director of Student Development will attempt to help you balance and maintain that priority perhaps redistributing hours or other making accommodations in exception circumstances. However, you should not expect special exemption from academic assignments or deadlines because you are an IMPACT Leader.

### ***Relationships with All:***

- **Body** – All the employees of Prairie are first and foremost members of the Body of Christ. We are called to the supernatural responsibility to sincerely love one another. Scriptural instruction that is given for relationship within the Body is applicable to attitudes and behavior to other staff.
- **Servant** – We are to have attitudes and actions of servant-hood toward others. This does not mean that we are to do other's work or responsibility. However, it does mean that we will treat them in the way we would want to be treated. Servant, in the teaching of Jesus, does not merely describe a *style* of leadership as to distinguish it from alternatives. Rather, Jesus is describing the very nature of the person who leads as a servant. His description is not so much about a way of doing but a way of being.

He demonstrated this in His own ministry as He “made himself nothing, taking the very nature of a servant.” Actions of leadership are to emerge from and be consistent with the servant nature. The term “leadership” can be defined as standing before others. By definition, it implies the leader is in front of the community, demonstrating the character and priorities of the Christ follower. The person given this gift has equality with every other believer-priest but is simply given a different responsibility within the body, not a different status or power.

- **Submission** – We will trust that others will be responsible and are accountable for the areas of responsibility that they have been assigned. We can voice our concern through appropriate channels and in appropriate ways for those issues that are outside of our area of responsibility. However, we will not try to control what God has not given us responsibility over. We will choose to trust others with their assignments, as we want to be trusted in ours.  
We will also allow anyone to speak into our lives when we see that what they communicate is godly wisdom. Ephesians 5:21 encourages us to be submitting to one another out of reverence for Christ.
- **Loyalty** – We will speak and act with loyalty to others. We will not complain or criticize behind their backs. We will speak truth with love. We will choose to speak to the right people about the right things. We will not listen to criticism and critique of other staff but rather direct the person with a concern to the staff who can actually deal with the concern. Scripture admonishes us as to how we should speak about brother and sisters in Christ. We should not say anything to one another or others about students that we have not said directly to the students, and even then it may not be right to say it. Our loyalty to students should not contradict our loyalty to other staff.
- **Prayer** – We will pray with and for other staff and students.

### ***Relationships with All Staff:***

- ***Team*** - *God has called and brought them to serve in this ministry in the same manner as he has brought us. Others have skills, gifts, and expertise that complements our own so that together we can accomplish what God’s assignment is for us. We are interdependent. We need each other. Our relationship to staff in other Departments is not considered as “us” and “them” but rather as “we”.*

### ***Relationships with Other Students:***

- **Respect** – We will treat students the way we would want to be treated.

# FACILITATING AN IMPACT GROUP COMMUNITY

## ***Mission:***

To develop disciples who are personally impacted by Jesus and enabled to impact their world.

The authentic biblical small group community is a critical context for developing disciples. It is important to note this small group community is not limited to a specific time (i.e. once/week small group meeting) or a geography (i.e. residence). This is a group of mutual responsibility for helping each other in whole life discipleship.

## ***Purpose***

As a staff member of the Student Development Department you share our Student Learning Objectives. IMPACT groups contribute a good deal to each of them.

- 1 Engage God in deepening relational intimacy.
- 2 Love others sincerely through attitudes and actions of genuine biblical love.
- 3 Exhibit Christ-like transformational change.
- 4 Serve the purposes of God for His world through worship, witness, mission, justice and stewardship.

## ***Membership:***

The group includes the Leader, an Apprentice and approximately six other group members.

## ***Ministries to the Group:***

Impact groups provide a unique environment to develop Christian maturity in the context of community living. You are called to live and learn as a disciple. But you are also called to be a disciple maker, in which your role is to provide biblical leadership that fosters Christian maturity of individuals and facilitates Christian body life dynamics. Although the primary responsibility for spiritual growth and personal development lies with the individual, this growth takes place most effectively in a community of believers who are committed to one another in love. Community living, by itself, does not necessarily produce the desired godly attitudes and actions. You are largely responsible for the spiritual climate and direction of your Impact Group. You are called to minister and lead so that this community of living together is a Christ-centred and God honouring experience, an experience that may provide the most significant lessons of college life. You are responsible to lead your group in at least the following:

### **1. Member Care**

The small group is an intentional relational structure for providing a foundational network of care. Within the small group every student has a “place” of belonging where basic front-line care by the leader as well as mutual member care is provided.

## 2. Community

This group facilitates each student being involved in face-to-face community, at least at its most basic level. Community is not simply a theory. Real community is forged in the messiness of real life. Community does not happen automatically or easily. The community is a dynamic expression of Christ's body. The group is a community of reconciliation where we can experience forgiveness, healing, and maturity. It is in the group community of love and trust that broken persons and relationships experience the freedom to share failure, pain, hurt, and addiction. Members have the freedom to self-disclose, to confess, to listen, and respond with truth and love. The Leader will facilitate the meeting of the group at least weekly (as per chapel schedule and expectations).

## 3. Spiritual disciplines

There were certain priorities that the early church practiced (as modeled in Acts 2:42-47). These priorities had been evidenced in the life and ministry of Jesus. As they practiced these priorities God transformed their lives and the lives of the people around them. Those priorities are not antiquated or out dated. We want these to be components of every group so that God can transform our lives as we live His priorities. Thus, each group should demonstrate at least these disciplines as priorities individually and in their life together:

- **Prayer** - <sup>42</sup> *They devoted themselves to...prayer*
- **Worship** - <sup>43</sup> *Everyone was filled with awe... <sup>47</sup> praising God*
- "One Another" fellowship - <sup>42</sup> *They devoted themselves to ...fellowship <sup>46</sup> Every day they continued to meet together... ate together... They broke bread in their homes...*
- **Ministry/Service** - *they gave to anyone as he had need... And the Lord added to their number daily those who were being saved.*
- **Bible study and application** - <sup>42</sup> *They devoted themselves to the apostles' teaching*

## 4. Growth

The group is a context in which intentional life on life influence is developed. We grow best in a community where we experience things together with other learners, are held accountable for continued growth, are loved, and where we are part of a structure that allows for and reinforces growth. The group invites us to become a participant rather than a spectator. Holiness is perfected within community, never apart from it. We grow as we get involved. We are challenged in an environment where commitment is expected. The group is a place to develop skills of investing relationally in the spiritual development of others. Some ideas might include:

- Plan growth projects together e.g. Prayer Partners, Scripture Memorization, Prayer Meetings, Testimony Times, and Concerts of Prayer.

- Do a Christian service project together e.g. yard work, street witnessing, Christmas carolling, etc.
- Encourage members to be involved in accountability groups or other programs that would help them.
- Adopt an end of PCA students.

## 5. Accountability

Accountability is defined as helping one another keep our commitments to God and to each other. You are expected to facilitate accountability partnerships within the members of the group. The group members learn to live challenging and assisting one another along in their own spiritual growth goals (many students develop these in Spiritual Theology classes) as well as their *Community Covenant* commitments.

You are expected to have a working knowledge of the *Community Covenant* and fully participate in its implementation within the Prairie community and particularly within your IMPACT Group. You do not have authority to make exceptions to covenant commitments for either yourself or for others.

You lead by your own practice of authentic, transparent, genuine sharing from the heart particularly when the group is being asked to share.

## 6. Corrective discipline

The group is the relational environment where foundational steps of restoration are practiced. You are responsible to have a working knowledge of the document entitled "*Corrective Discipline*", understand the processes described in this document, and fully participate in its implementation. You do not have the prerogative to practice your own personal preferences and procedures as related to discipline. You are also responsible to train your group members in these same discipling processes.

### ***A Typical Group Meeting Plan:***

IMPACT Groups are required to meet together at least once/week. The following provides a guide for your creative planning of meetings. The required elements are noted. Resources are available from your Director to assist you in developing this ministry.

#### **Ice-breaker:**

Make sure that you are at the meeting place on time and warmly welcome members. Always, always, always begin on time. You can begin with a brief game, activity, or experience designed to:

- To break down guarded relational walls (e.g. birthday party).
- To help members to "un-pack" and begin to focus.
- Re-introduce the theme or topic of the meeting.

#### **Word (required):**

- This time is designed to hear what God is teaching us as a whole Prairie community, to work toward biblical applications of that teaching, and then to develop appropriate accountability for obedience in responding to God.

- Particular emphasis should be given to the application issues of “How does the Word speak into our lives and call us to obedience? So what? How will we live differently this week because of the Word of God?”

### **One Another (required):**

- One-to-one accountability with partners: See Accountability section for sample questions. Accountability partnerships should be facilitated within your group. In some groups with close members (of the same gender) these accountably discussions about spiritual growth goals or personal struggles may sometimes happen as a whole group.
- Activities/exercises to practice the “one-another’s” of Scripture (i.e. encourage/appreciate one another, share with one another).

### **Prayer (required):**

- Journal of prayer requests (Each Leader will maintain a journal of prayer for his/her group.) This will help you to pray personally for group members, identify where God has answered prayer, and help the group see God working.
- Pray for each other – This can be done in a variety of ways but the main concern is “How can we pray for one another?” Pray for these requests throughout the week as you personally pray for your IMPACT group.

### **Worship:**

- Vertical relationship worship. Not necessarily singing. (e.g. Take time to speak out loud "Father, I thank you for...", or "God I love/praise you because (you are)..."

### **Administration (required):**

- Always, always, always respect their time. Stop when you said you would stop and allow those who want to leave to do so.
- Attendance – Complete the attendance form after the group has dismissed. If a member is absent contact him/her as soon as possible. If there are three consecutive absences of any group-member please contact the Director of Student Development immediately.

### ***Prairie Events***

There may some Prairie events planned that incorporate IMPACT Groups. You are expected to lead your Group in these events.

Note this point from the Community Covenant: “Prairie's campus will be alcohol free - the possession or consumption of alcohol is prohibited on campus. The same prohibition applies to all members of the College Community when involved in any Prairie sponsored off campus events or program.”

We consider any outing with people from your IMPACT group to be a Prairie sponsored event. Please exercise wisdom and caution as a staff member and representative of Prairie.

## ***Group Unity***

Living in a small, close community seems to give rise to a number and variety of rumours. You should confront those involved in such gossip and exhort them as to God's use of the tongue.

You should plan opportunities to build and maintain unity. Some ideas for this could be:

- Planning of social events and doing things together.
- Celebrating special days such as birthdays. Make sure you do not show favouritism by celebrating for one member what you don't celebrate for another.

### **The FORM-ing of a Group:**

A group will generally need to develop along a progression that includes increasing vulnerability to achieving a truly sincere love for one another. Make sure to not get ahead of yourself. We suggest you intentionally incorporate these ideas throughout the year, progressing as naturally as you can.

**Fun with Each Other** – (Games, Ice-breaking and Bond Building)

**Opening Up to Each Other** – (Sharing our Story, Listening and Hearing)

**Risking With Each Other** – (Sharing Pain and Dreams with a trustworthy group).

**Mature Love** – (Coming alongside Each other and Sharing Life and Burdens in Unity)

## ***Accountability***

Accountability is defined as helping one another keep our commitments to God and one another. It is granting permission for others to ask us the hard questions. You should lead in your own example of genuine accountability. Also, you should develop and facilitate one to one accountability partners within your group.

It is a way to interact in relationship. It is focused on honesty with someone whom you choose to trust to encourage and help better you. It is not a way to shame someone for 'messing up' or a shallow relationship that avoids talking about the things I really am ashamed of. Accountability should be focused as much, if not more, on what you are choosing to pursue as opposed to what you want to avoid. It should be God-centered and gospel infused.

Accountability should naturally help students who are thinking about and developing their own spiritual growth goals and need encouragement and challenge along the way. Many students are asked in a course here to make such goals. This is a great opportunity for them to get help in keeping to these goals, and seeing a measure of growth. Hence, students should share any written goals they have developed in class.

Students can identify specifically what they will be accountable for. Any area of life that can use a little help to be healthier will work.

## ***Transparency***

The IMPACT group should become a refuge lead by your example of how to live the faith in authenticity. Authenticity requires each member must root out their own hypocrisy and be honest with the group.

The difficult balance is essentially between holding back from your group until you are sure you can trust them and leading by example in order to foster trust. The leader must show discretion but still be vulnerable, and must also sift his or her motives for sharing.

You should always be willing to admit at least generally that you have struggles or you leave room for hypocrisy. Your group needs to know you are real and they are not alone in their struggle with sin.

An area where humility is called for is ignorance. If you are asked something that you really do not understand or know about then admit it. Showing that you are willing to be honest about your own ignorance is a window into you. It is dishonest to answer when you don't know the answer. Say so, and your transparency will earn you the respect it deserves, in spite of your ignorance. Feel released from the need to have the answer.

With few extreme exceptions the rule of thumb is to keep your mouth shut about concerns or prayer requests disclosed in your group. You need to be the one who leads in this.

## EQUIPPING AN APPRENTICE LEADER

The Great Commission requires identification and development of new leaders so that the mission of the Gospel can be accomplished and so that people can be shepherded. Jesus modeled this with the twelve disciples, and Paul exhorted Timothy to do the same (2 Tim 2:2). It is the duty and privilege of all IMPACT Leaders to train up a new generation of leaders and to pass the baton effectively.

The goal is to equip an Apprentice in living as a disciple of Christ as well as to prepare him/her for transfer of the leadership responsibility. This includes activities such as:

### **Select an Apprentice**

You will select an individual from your IMPACT Group in whom you want to relationally invest. Preferably, you can identify the person at least by the middle of the first semester (earlier if possible).

### **Some principles of selection:**

1. Look for a member who takes the IMPACT Group seriously.
2. Pray about this selection (Luke 6:12-16).
3. Observe people in your group as they perform tasks or work with people. Give them additional ministry opportunities and responsibilities to see if perhaps they have some leadership potential.
4. Check out this potential Apprentice with your Director before asking him/her.
5. Look for people who exhibit the following:
  - Heart for God** (Begin with the heart)
    - Does he/she seek to obey God in every area in which he/she knows God's will?
    - Does he/she spend time in God's Word?
    - Does he/she spend time in prayer?
    - Does he/she talk about what he/she is learning from the Lord?
    - Is God changing his/her life?
  - Available** (issue is about priority, not time)
    - Is she/he willing to participate in ministry opportunities?
    - Has she/he been increasingly willing to sacrifice her/his time to advantage of ministry opportunities?
    - From what you know about this person, would her/his schedule permit her/him to be involved in ministry activities?
  - Faithful**
    - Does he/she follow through on commitments?
    - Does he/she make commitments to do things he/she knows are important?
    - Does he/she do what is right even when he/she does not feel like it?
  - Teachable**
    - Does she/he seek out the advice of others?
    - Does she/he apply God's Word to his life?
    - Is she/he eager to learn?
6. You might consider the person who sometimes seems to challenge your leadership. This may be a potential leader who is frustrated.

## ***Ministry Description of the Apprentice***

Once chosen the Apprentice helps the Leader in facilitating the IMPACT group toward the mission of the IMPACT ministry. The specific responsibilities to accomplish this include at least the following:

- **Support the Leader** Work with the Leader to achieve the mission of the Group.
- **Care for the group members** Pray for and with the members of the group, meet one on one to assist them in spiritual formation, provide help and accountability for their growth goals.
- **Learn from the Leader** Be equipped to lead an IMPACT Group through developing an agreement, debriefing meetings together, asking questions, inviting feedback.
- **Submit to the Leader** Be accountable to him/her for the responsibilities of this ministry.
- **Fulfill the tasks of leadership** The non-negotiable delegation list of task is in the chart below, but you may do more than what is outlined here.

### **By the end of... The Apprentice Will Have**

OCTOBER	Given their testimony
NOVEMBER	Lead a game, initiative or icebreaker
DECEMBER	Organized and led one fun group event
JANUARY	Lead or facilitated an intentional focused prayer time / Lead a 1 on 1
FEBRUARY	Lead a biblical discussion and reflection time / Lead a 1 on 1 (2 total)
MARCH	Lead one full IMPACT group meeting / Lead a 1 on 1 (3 total)
APRIL	Lead two (total) IMPACT group meetings

- **Attend Training** There will be monthly training and a winter retreat that an apprentice must do his/her very best to come to.
- **Look for an Apprentice** It is never too early to identify someone you potentially would like to work with as you take responsibility of a group in the following year.

## ***Prioritize this equipping ministry***

Rearrange your ministry priorities to ensure you can be faithful to this ministry in these ways:

- meet regularly with your Apprentice
- demonstrate an example of a growing disciple
- be a friend - not just a teacher

- be available when problems arise
- spend time preparing for scheduled times together
- demonstrate appropriate self-sacrifice
- pray for your Apprentice and his/her family
- help your Apprentice become a multiplying disciple

## ***Deepen the Relationship to the Apprentice***

People need to see your heart before they will follow. Move toward the Apprentice intentionally. People want to be known. People will trust us when they know that we know them. Some conversations that may help you in this direction include the following:

- Childhood/family
- Spiritual journey – testimony? church history? What classes and courses have Apprentice taken? Where has Apprentice served? How have those experiences been?
- Major turning points in Apprentice’s life
- *Top ten questions:*
  - 1) What communicates love to the Apprentice?
  - 2) What is the personality type of the Apprentice?
  - 3) What are current practices of spiritual disciplines by the Apprentice?
  - 4) What people have been influential in the Apprentice’s life? How?
  - 5) What books have impacted the Apprentice’s life? How? Why?
  - 6) What does the Apprentice cry about? (What consistently makes him/her sad?)
  - 7) What does Apprentice sing about? (What brings your Apprentice joy?)
  - 8) What does the Apprentice dream about?
  - 9) What does the Apprentice fear?
  - 10) What area(s) of life does the Apprentice struggle with temptation to sin?

## ***Apprentice Agreement***

You will establish mutually agreed upon goals and parameters with your Apprentice in order to maximize the potential of this relationship.

An agreement helps to clarify and confirm the expectations of the relationship (form provided on web-site).

Misunderstanding in mentoring relationships most commonly arises from mistaken expectations. This conversation needs to happen early in the relationship.

- 1) What are the person’s expectations?
- 2) What are your expectations? This includes areas such as:
  - Honest and transparent relationship (confidentiality commitment)
  - Time commitment (meeting and homework)
  - Growth (not simply information or friendship)
  - Ministry (give what you are learning to someone else)
  - Length of Commitment

## ***Delegation of Responsibilities***

Allow your Apprentice to lead. Continue to delegate areas of responsibility to your Apprentice (e.g. leading of meetings, administrative tasks, discipling group members).

Your DSD will provide an intentional plan of delegation for you to work through with the apprentice monthly.

Delegation is an opportunity to grow people, not just to unload dirty jobs. It is a critical step in the development of leaders.

Some important steps in delegation are:

- Decide what needs to be accomplished in the Apprentice's life and the task to accomplish this.
- Prepare and train the Apprentice. It is your job to make the other person successful. Delegate when something is going well, not poorly.
- Delegate on the basis of your ability to facilitate an Apprentice's growth. Delegate when you have time to help the Apprentice grow their potential.
- Clearly define the task and also what the task does not include.
- Establish the level of authority and reporting.
- Spell out relationships and inform others of the delegated task (tell people in the small group that she/he is the Apprentice).
- Build in key check points.
- Evaluate results together.

### ***Debriefing/Evaluation***

Take turns with your Apprentice regularly evaluating one another. When your Apprentice leads a portion of the meeting; make sure you provide him or her with feedback. Do not overload with improvement areas; give affirmation (5 positives for every 1 improvement). But also allow your Apprentice to do the same for you.

Create a list of questions or areas on which to evaluate one another.

### ***One to One discipleship***

The ultimate goal of growth is to Christ-likeness. However, in shepherding we help people one step at a time. This is a joint venture of leader and Apprentice to determine:

- 1) Starting Point – where is the Apprentice in spiritual maturity
- 2) Destination Point – where does the disciple want to go? Where is the growth edge where God is working in his/her life?
- 3) What path will the Apprentice take to the destination?

These are important issues to help you in discipling direction:

- *Background Experiences* – past family? Past hurt? Past sin?
- *Spiritual Experiences* – testimony? Conversion? Temptations?
- *Levels of Relationship* – accountability partner? Small group? Family? church?
- *Biblical Knowledge*
- *Spiritual Disciplines* – Bible Reading? Prayer? Worship? Solitude? Study?
- *Ministry Development*

### ***Personal training and encouragement***

Help your Apprentice determine what types of skill training would best fit in this stage of development. Direct your Apprentice to the right training opportunities.

Your DSD will provide an intentional plan of development for you to work through with the apprentice monthly.

This will help you to think through how you will work with your Apprentice in each month. This plan will include three main sections:

- 1) Apprentice involvement in meetings
- 2) Apprentice work with members
- 3) Personal development of Apprentice

### ***Appraisal of the Apprentice***

During each semester you will be responsible to evaluate your Apprentice. These appraisals will include character, faithfulness, and contribution components. The appraisal forms should be submitted to the Director of Student Development by the designated deadline. It is also expected that you use the appraisals as opportunities for one to one conversations with the Apprentice to assist them in their growth process.

The Apprentice will also evaluate your character and ministry competencies.

## DISCIPLING MEMBERS OF THE IMPACT GROUP

You will disciple the members of your IMPACT group members with a goal that they become fully devoted followers of Christ. Group members should know that one of your core concerns for them is their relationship to Jesus Christ. In this sense, you need to have a shepherd's heart and pastoral commitment to your group.

### *Prayer*

You are expected to develop a ministry of intercessory prayer for group members. This will include:

- Maintaining a Journal of prayer requests expressed by members in the small group context. This will help you to pray personally for group members, identify where God has answered prayer, and help the group see God working.
- Pray for each other in Group meetings – This can be done in a variety of ways but the main concern is “How can we pray for one another?”
- Pray for members throughout the week personally.
- Pray with and for members when you meet with them one to one.

### *Peer Helping*

The degree to which members will look to you for advice is largely dependent on the extent to which you demonstrate credibility as a leader and on your genuine care for them. This care can be communicated through means such as an open door, availability of time, interest in their lives, good listening, an open environment of helpfulness, and servant helping.

You should be attentive to signs/symptoms of academic, financial, social, or personal needs and initiate opportunities to minister to these. You should be familiar with campus and community services to be able to refer students for these needs.

You are a people helper - not a professional counsellor. You must absolutely be aware of your own limitations. It is imperative that you refer needs that are beyond your expertise or responsibility parameters.

You must inform the Impact Group members of the boundaries of confidentiality:

- the individual at potential risk (e.g. suicide threat)
- others at potential risk (e.g. homicide threat, bomb threat)
- illegal behaviour (e.g. sexual abuse, physical abuse, theft)
- Corrective discipline situations that need to be referred.

### *One to One Discipling*

You are responsible for the spiritual nurture and care of your members.

You are to meet one to one with each member in a rotational format. **Note:** We expect at least two in any given week. These one to one encounters are to sensitively minister to each member according to his or her personal pilgrimage. This is not a time to preach. Rather it is an opportunity to hear how that person is doing and how you could minister to that individual. This may open doorways to help in areas such as identity in Christ, assurance of salvation, the Lordship of Christ, biblical relationships, and disciplines of Christian living. It certainly should help you pray more effectively and intelligently for that

individual. Prayer with and for that person should be part of this time together unless the student objects to this.

These one to one meetings are also important times to communicate the content of appraisals you are required to complete. The appraisal can be used as a starting point for meaningful conversation about growth.

## ***Contacting***

Discipleship is a relational process. Impact on others is vitally linked to relationship with others. Your effectiveness as an Impact Leader is largely determined by the quality of the relationships you build with the students in your Impact Group. You are to demonstrate the love of Christ to others in the power of the Holy Spirit (John 13:34). This love is marked by characteristics such as genuineness, commitment, empathy, availability, and patience (1 Cor 13).

You are to interact personally and relationally with group members, befriending them. When a member is missing from the group meeting you should make contact to check on them and let him/her know she/he was missed.

## ***Accountability***

Accountability is defined as helping one another keep our commitments to God and to each other. You must model accountability and foster, by example, a God honouring life. The group members learn to live in challenging and assisting one another for *Community Covenant* commitments as well as growth goals.

You are expected to have a working knowledge of the *Community Covenant* and fully participate in its implementation within the Prairie community and particularly within your IMPACT Group. You do not have authority to make exceptions to covenant commitments for either yourself or for others.

## ***Care-fronting***

Discipline is a ministry purposed for discipling others. You are responsible to have a working knowledge of the document entitled "*Corrective Discipline*", understand the processes described in this document, and fully participate in its implementation. You do not have the prerogative to practice your own personal preferences and procedures as related to discipline. You are also responsible to train your group members in these same discipling processes.

If Impact Leaders breach student policies they will be treated with at least the same standard as other students. In some cases there will be a stricter standard because of their position. Impact Leaders should not show favouritism to one another in discipline matters.

## ***Encouragement***

You should encourage group members and be a source of affirmation. The leader sets the pace! Help create an atmosphere where people are led by your own example. Intentionally disallow negativism and sarcasm. If you are willing to enter into negative talk and gossip many of your group members will not confront you. You must make a conscious choice to "not let any unwholesome talk come out of your

mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice" (Eph 4:29-32 NIV).

The atmosphere of encouragement also means that you might need to have courage and confront people who are negative towards each other. It is desired that IMPACT groups not be a place where any form of "potential" discouragement be allowed. That means that *negative joking* about each other must be stopped. We must all "encourage one another and build each other up, just as in fact you are doing" (1 Thess 5:11 NIV) We need to recognize that it is not just pop-psychology that pushes us to focus on the positive and to be encouragers. We must recognize the power of our words. Read these two verses carefully. "See to it, brothers, that none of you has a sinful, unbelieving heart that turns away from the living God. But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin's deceitfulness. (Heb 3:12-14 NIV) Help each person hold to his or her courage and the hope that we possess together.

## ***Modeling and Example***

Modeling is the greatest form of unconscious learning. Demonstration is a significant key to development. One of the most influential ways you will impact the lives of others is your example of the Christian life. Students will observe your relationship to Christ, social interaction, response to pressure, decision-making, study skills and attitudes. Our lifestyle often speaks so loudly people cannot hear what we have to say, or positively, it demonstrates what we are saying to give greater credibility.

The apostle Peter wrote, "Be examples to the flock"(1 Pet 5:3). Paul wrote to Timothy, "Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe"(1 Tim 4:12). Paul wrote to the Philippians, "The things you have... seen in me, practice these things"(Phil 4:9) and to the Corinthians, "Be imitators of me, just as I also am of Christ"(1 Cor 11:1). Howard Hendricks says of modeling, "The real question is 'are you following Christ because others are following you?'"

Excellency in example should be your goal. A.W. Tozer writes, "Only a disciple can make a disciple, people not programs make a disciple." Your leadership is not determined nearly so much by your position as by your performance, by living what you teach, by the model you show. Excellency does not require perfection but sincere and honest personal direction toward Christ. Your example should be evidenced in at least the following ways:

- A sincere love for Jesus Christ, evidenced by daily devotional life and desire for spiritual development.
- A sincere love for others, evidenced by your attitude and actions of serving others.
- A lifestyle of choices that glorify God, with the discernment to limit personal freedom for the sake of others.
- A consistent submission to *Community Covenant* and demonstration of a positive attitude.
- A lifestyle of stewardship that uses God's resources well.
- A model of positive and meaningful relationships based on biblical values and principles (e.g. above reproach in opposite gender relationships, not forming cliques).

## ***The Discipling Process***

To help you discern the starting point and immediate destination you will want to have a conceptual framework of the growth process. This is like the big picture map by Bill Hull in *Revival that Reforms* (pg. 143-144) that you can use.

Please note that each successive phase assumes the characteristics of the prior phases continue. The process as described by Hull includes these four phases.

### "Come and See" Phase

From a decision to trust Christ to the public identification with Christ in baptism.

### "Come and Follow Me" Phase

Learning to be intentional in ministry, seeing God at work, beginning to train others and operating in spiritual gifting.

### "Come and Be With Me" Phase

Is modeling Jesus' servant ministry and has a love and compassion for saved and unsaved that compels to meet needs.

### "Remain in Me" Phase

Continues to grow in godly character, ministry involvement and is sent into the worlds as God's servant.

## ***Appraisal***

Realistic appraisal is an important component of growth in life and ministry. It can help us to understand ourselves rightly, make adjustments, and develop strategies for development. It is your responsibility to make appraisal as well as receive appraisal.

During each semester you will be responsible to evaluate each of your group members as well as your Apprentice. These appraisals will include character, faithfulness, and contribution components. The appraisal forms should be submitted to the Director of Student Development by the designated deadline. It is also expected that you use the appraisals as opportunities for one to one conversations (or vice versa) with group members to assist them in their growth process.

The Apprentice, group members, and Director of Student Development will also evaluate your character and ministry competencies. You will also meet personally with your Director to discuss your ministry development.

# EXECUTING ADMINISTRATIVE AND ORGANIZATIONAL RESPONSIBILITIES

***Generally, the weekly commitments expected include the following:***

**1. Preparing and training for ministry:** (Fall IMPACT Leader training and the Student Leadership Challenge, Equipping Sessions, Winter Retreat)  
1 hour average/week (Fall IMPACT Leader Training/Leadership Challenge and Winter Retreat are not calculated into this average)

**2. Developing positive partnering relationships:**

This might include 'check-in' meetings with ST instructors, connections with hosts and/or mentoring.  
.5 hour average/week

**3. Facilitating a biblical small group community:** (Care, Community Spiritual disciplines, Growth, Accountability, Corrective discipline)  
2 hours average/week

**4. Equipping an apprentice leader:** (Selection, Covenant with Apprentice, Delegation of responsibilities, Debriefing/meetings, One on One discipleship, Providing supervision and accountability, Personal training and encouragement, Appraisal of the Apprentice)  
1 hour average/week

**5. Discipling members of the small group:** (Prayer for your meeting time and for each member of the group, Serving members, One on One discipling, Contacting/Encouraging/Training, Accountability, Care-fronting, Providing supervision, *Appraisal of the Members*)  
2-2.5 hours average/week

**6. Executing administrative and organizational responsibilities:** (Weekly reports of time invested in ministry, Leading the group in Prairie organized events, Evaluation and appraisals, Accountability and attendance forms)  
1 hour average/week

**7. Developing the residential/families/off-campus community:**

1 hour average/week

**8. Modeling Servant Leadership:**

1 hour average/week

Total = 10 hours a week for IMPACT Leading

## ***Reporting***

You will be required to submit a Weekly Report that reflects the hours of Impact Leader service in that week. During regular college weeks a minimum of hours each a week are expected as noted above. During these expected hours the priority responsibilities as

designated by the Director of Student Development must take precedence. Hours may not be "doubled". For example, if you spend time doing discipling at the same time as monitoring Quiet Hours, it will be counted once and not twice. The report needs to be submitted to your Director of Student Development promptly by Friday at 5:00 p.m. of each week. The reasons for this report include at least the following:

- 1) As a basis for accountability to assess faithfulness in ministry.
- 2) For you to reflect on your ministry and the lessons you are learning.
- 3) For you to be accountable to your Director so he/she can direct your ministry in the context of the whole team.
- 4) For you to intelligently maintain balance and priority in your life and ministry.

Find a link to make your report at: [www.Prairie.edu/Weekly Reports](http://www.Prairie.edu/Weekly Reports)

### ***Impact Leader Evaluation/Appraisal***

Realistic appraisal is an important component of growth in life and ministry. It can help us to understand ourselves rightly, make adjustments, and develop strategies for development. It is your responsibility to make appraisal as well as receive appraisal. During each semester you will be responsible to evaluate each of your group members as well as your Apprentice. These appraisals will include character, faithfulness, and contribution components (please see Appraisal by Impact Leader Form). The Appraisal by Impact Leader and Appraisal by Impact Member forms should be submitted to the Director of Student Development's by the **second week of November** and again by the **second week of March**. We would encourage you to use an earlier week's Impact Group Meeting time to have members fill out appraisals then meet with each student to discuss their appraisal of you in the weeks leading up to the deadline.

We ask you to begin your own member appraisals during your one on one meetings throughout the semester. One suggestion is to use the appraisal questions on the **Appraisal by Impact Leader** Form in evaluating your Impact Members (i.e. :under Qualities Demonstrated- **Teachable** (e.g. willing to learn new things, teachable spirit, willing to enter into growth processes), you may want to ask: "What new thing(s) has God been teaching you lately?" or "How are your personal growth goals going, do you sense that you have a teachable spirit or is it a struggle for you to focus on personal growth processes?") These questions can assist you in your appraisal of your group members.

Your apprentice leader, your Impact group members, and Director of Student Development will also evaluate your character and ministry competencies based on appraisal forms. These forms are also due the same time as the form above (Second weeks of November and March). Please make sure these appraisal forms have been discussed in person with the individual evaluated. You will also meet personally with your Director to discuss your ministry development.

### ***Budget***

You may be designated a small budget amount for ministry expenses in each semester. Any budget monies not used in one semester may not be used in the next semester. Your budget can be used for social events, Impact Group meetings, taking students for coffee, posters, or other purposes that directly impact your ministry. Any items ordered from the Dining Hall should be done through the Director of Student Development. You are to maintain a record of your expenditures on the Budget Form. You **MUST** submit this to your Director of Student Development at the end of each semester.

It is absolutely essential to get an official receipt for all expenditures (not just a debit receipt). Receipts should then be signed and turned in to your Director for reimbursement.

### ***Communication from your Director of Student Development***

Any information you receive from your Director should be read and you are responsible for this information. Please be aware that much of this communication is via either Prairie email or a Facebook page dedicated to your DSD's team. At times, you will be expected to be the communication link to students from the Director of Student Development.

### ***Accountability and Attendance***

You are expected to maintain attendance records and accountability processes for group members. Attendance sheets for group meetings and for service will be due **the day after the last IMPACT group meeting** at the end of each semester.

## **DEVELOPING THE RESIDENTIAL COMMUNITY:**

Ministry in the residence is a commitment of obedience to the Lord's mandate to make disciples (Mt. 28:19,20). The residences are "classrooms" in which discipling is taking place daily as an integral component of the overall mission and ministry of Prairie. The residence provides a unique environment to develop Christian maturity in the context of community living. This "laboratory of living" together in a Christ-centered and God honoring community may provide some of the most significant learning of college life. Impact Leaders serve in developing the growing and learning environment in at least the following ways:

### ***Residence Handbook***

You are to have a working knowledge of the *Residence Handbook*, model the residential responsibilities in your own life, and train other residents in their responsibilities so as to develop a safe and harmonious living environment.

### ***Quiet Hours***

One Impact Leader will be scheduled on each floor during quiet hours. During Quiet Hours supervision you should have your door open. Your priority during this time is to be available to maintain quiet and address concerns of students. However, if there are no immediate concerns you can use this time for IMPACT Leader responsibilities such as planning for meetings, praying, or filling out the "Weekly Report". This time is not for accomplishing your homework or other personal tasks. You are expected to be on the floor five minutes before the quiet hours begin and remain on the floor for the entire duration.

### ***Keys***

You may be designated a Master Key for certain responsibilities. This key may only be used for its designated purpose. It should never be loaned to anyone else for anything, even temporarily. You may not use it to let someone into another person's room. You should not use it to enter a student's room without legitimate cause. Legitimate cause would be a health or safety issue (e.g. weapons, fire alarm check). Even in such a situation contact your Director of Student Development first if it is reasonable to do so. If you enter a room, leave a signed message indicating the reason for doing so. Misuse or loss of a Master Key can be just cause for dismissal from an IMPACT Leader position.

### ***Damage/Maintenance***

Both housekeeping/maintenance as well as community/character issues need consistent, committed and cooperative effort to provide a healthy and safe environment. Regular cleaning is under the supervision of the Housekeeping staff. This includes areas such as cleaning and disinfecting showers, cleaning washrooms, and garbage removal from common areas (except kitchens), vacuuming hallways, vacuuming stairwells, and vacuuming entryways.

However, character and community issues are the responsibility of the Student Development personnel. We are to teach and train students respect for property and people. This includes issues such as disposing of personal trash in common area garbage containers rather than dumpsters, cleaning up after oneself, leaving personal belongings in common areas, cleaning kitchens, cleaning lounges, cleaning ovens,

cleaning sinks, dropping toilet paper on floors, accidental messes, garbage left on campus grounds, sports in hallways, or roller blades/bicycles in building. We help to take responsibility for the whole community in part through our service ministry.

You should notify Maintenance immediately of any damage by filling out the on-line "Work Requisition" form. [[www.prairie.edu/workreq](http://www.prairie.edu/workreq)] A copy of this form should also be sent to your Director of Student Development. Any housekeeping/cleaning concerns and issues should be communicated to your Director who is responsible to refer these to the Housekeeping Department.

### ***Kitchens, Spare Rooms, Storage Rooms, Lounges***

These areas need to be kept orderly, clean, and safe. You should ensure students are using these areas responsibly and take appropriate steps when this is not happening. No items are to be taken out of these rooms without permission from your Director of Student Development. At the end of each semester you are responsible to ensure that these common areas are cleaned.

### ***Cleanliness and Health***

You should be aware of resident rooms that are a health/safety hazard and address these concerns as needed. Teach and encourage residents to practice stewardship in cleaning up after themselves.

### ***Washrooms***

PCA students should not be using the college facilities. "Gang and steam showers" are not permitted.

### ***Student Issues***

Issues that involve a large group of students and affect the Prairie community should be referred to your Director of Student Development who is responsible to address the residents about such matters.

### ***Room Departure Responsibilities***

You are responsible to monitor the common area cleaning that takes place at the end of each semester. Please make sure that the responsibilities are evenly distributed among the students of your floor. Stay in residence until at least the day that cleaning is inspected. Staying longer to help make sure people's needs are met to the end of the semester is appreciated.

### ***Guests***

Any student who wants to host a guest in residence must see guest services at least 24 hours prior to their guest's arrival. You are responsible to make sure that any guests have seen guest services.

### ***Substitute***

You may have a conflict of schedule that will impact an assigned duty. It is expected that this will happen only rarely and that you will conscientiously follow these procedures.

- In the case of someone fulfilling your duties for quiet hours simply note it on your weekly report.

- In the case of leaving someone the responsibility of handling fire/emergencies while you are gone:
  - Identify either another IMPACT Leader (or possibly your Apprentice – he or she would need a key.)
  - Notify your DSD of the desired arrangement!
  - Clearly communicate to your substitute what his or her responsibilities are.

### ***Reading Days and Extended Leaves***

IMPACT Leaders are allowed to leave on Reading Days without financial repercussions. (Reading Days consist of the calendar school days, the weekend and the Monday following). Extended Reading Days and Special Leave situations will be handled as follows:

- You are required to inform the Director of Student Development of the days you will be gone.
- You must make provision for substitution as noted in the previous section.

## **DEVELOPING THE OFF CAMPUS COMMUNITY**

Off Campus ministry is a commitment of obedience to the Lord's mandate to make disciples (Mt. 28:19,20). Off Campus has the potential for a "real life classroom" in which discipling is taking place daily as an integral component of the overall mission and ministry of Prairie. Off Campus provides a unique environment to develop Christian maturity in the context of community living. This "laboratory of living" together in a Christ-centered and God honoring community may provide some of the most significant learning of college life.

Impact Leaders serve in developing the growing and learning environment in at least the following ways:

### ***Living Environment***

So as to develop a safe and harmonious living environment the only qualification for Off Campus housing states "Coed private residency is not permitted; this includes separate rooms within a house." Not abiding by this policy can be just cause for dismissal from an Impact Leader position.

### ***Keys***

You may be designated a Master Key for Off Campus Events or special visitation in Davidson apartments. This key may only be used for its designated purpose. It should never be loaned to anyone else for anything, even temporarily. You may not use it to let someone into another building. You should not use it to enter a student's room without legitimate cause. Legitimate cause would be a health or safety issue (e.g. weapons, fire alarm check). Even in such a situation contact your Director of Student Development first if it is reasonable to do so. If you enter a building, leave a signed message indicating the reason for doing so. Misuse or loss of a Master Key can be just cause for dismissal from an Impact Leader position.

### ***Personal Property***

Character and community issues are the responsibility of the Student Development personnel. We are to teach and train students respect for property and people in their various environments.

### ***Davidson Apartments***

The Davidson Apartment complex is considered Prairie property and is home to single and married occupants. Intentional connection activities such as Davidson potlucks and community building events are part of your Impact Leader position for those who reside there. As well many opportunities exist for pastoral care for those under your supervision. The Davidson complex can also be booked by Off Campus leaders who wish to host connecting events there. To book the Davidson Common Room for an event please contact the Davidson Apartments Manager

### ***Off Campus Housing and Apartments***

Many Off Campus properties can be seen as mission fields. Part of role as Impact leader is to provide gospel centered community wherever you live. Take opportunity to develop the community around you by providing holistic care and stewardship (i.e. plant and

nurture a community garden for Off Campus Prairie students, as well as the broader neighborhood, set up a recycling center in your neighborhood). These are just a few ways to develop your off campus community. Be creative.

### ***Invest in Families***

Many Prairie Student Families could use help in babysitting and childcare. What better way to be develop the off campus community by investing in the lives of future generations. Both single and married off campus students can be involved.

### ***Student Issues***

Issues that involve a large group of students that affect the Prairie community should be referred to your Director of Student Development who is responsible to address the Off Campus students about such matters.

### ***Extended Leaves***

IMPACT Leaders are expected to be para-professionals. Hence, You are required to inform the Director of Student Development of the days you will be gone from training or huddles. You must find a substitute if you will be absent from Impact Group Meetings. You must inform the Director of Student Development of this substitute. The Impact Leader should mark time away on his/her weekly report.

### ***Off Campus interaction with Town People***

While an Impact Leader you represent Prairie Bible Institute Off-Campus. It is common sense that you will act and behave in such a way as will be God honoring in your relationships with those in the Three Hills Community.

### ***Community Covenant***

As an Off-Campus Impact Leader you will abide and live by the Community Covenant with respect to actions and behaviors that set you apart from the general populace.

## **MODELING SERVANT LEADERSHIP:**

### ***The leader will serve with his or her group weekly as they complete a given responsibility:***

The intentional formation of servant character and development of serving competencies in the lives of students will in part take place through assigning tangible acts of supervised service alongside staff and faculty. Within IMPACT groups, students will serve with at least one staff or faculty member in various responsibilities.

This participation in service is an important expectation for all Prairie Bible Institute students and staff. This service commitment is intended to help fulfill our mission as a school, resonate with our core value of being mission mandated, and help develop key educational outcomes in the domain of Service and Ministry.

One essential component of discipling Christian students consists of training them for service to meet the greatest needs in the world. Every student in every program is part of Prairie. All of those who are a part of Prairie are will participate in “hands-on” service in order to be formed toward the character of being a servant and developing competencies to serve and/or modeling this for others.

We must all learn to continually and actively respond with lives of servanthood and sacrifice to honour God and for the good of others. “Serve wholeheartedly, as if you were serving the Lord, not people...” Ephesians 6:7 and again Instead, the greatest among you should be like the youngest, and the one who rules like the one who serves. Luke 22:26

There are very specific outcomes that our accrediting body expects intentional processes in place to fulfil. This focus on service as a form of learning is extremely significant to fulfilling what we have committed to do in the lives of students.

As an IMPACT Leader you have the key responsibility to be the encourager, and supervisor for your team. This is not accomplished, by watching, but by participation together with them and the staff of faculty member overseeing that area.

The faculty/staff members have volunteered to be a part of this to be building into the lives of students. They will know what needs to be done in an area of responsibility and will also participate. However, the IMPACT leader is the one who should take ownership of the energy, attitude and activity of his or her group.

# EMERGENCY PROCEDURES

Always phone the respective Director of Student Development as soon as possible about an emergency, regardless of the time. If the respective Director of Student Development is not available phone one of the other Directors of Student Development and the appropriate Residence Life Co-ordinator.

## **Fire**

1. PULL FIRE ALARM SWITCH
  2. Phone 911
  3. Be sure every room has been vacated (including kitchens, washrooms, spare rooms, hallway, stairway, etc.) Under **NO** circumstances should anyone be allowed to stay in the building. Windows should be closed, lights on, and doors closed (not locked).
  4. Be prepared to check other groups on the floor if other IMPACT Leaders are not in the building.
  5. Move immediately to the Fire Evacuation area and report to your Director of Student Development.
  6. You should report any misconduct or lack of cooperation regarding fire safety to the Director.
- \* Note: You are responsible to teach your Residence Group the fire regulations and procedures.

## **Medical**

In the case of injury, contact the following directly: Phone 911  
Generally, call an ambulance when you feel you cannot handle the situation (parameters are hard to set). Definitely phone an ambulance for the following:

- any collapse;
- loss of consciousness (more than fainting);
- head or spinal injury (they are not to move at all);
- severe bleeding (use rubber gloves);
- seizures (reason is unknown or epilepsy out of control); or
- severe chest pain (difficulty breathing, grey-bluish in colour).

## **Security**

Should a situation arise that warrants police assistance, if there is time, consult first with the Director of Student Development, and then call 911.

For campus security phone: 403 443-8256.

## **Psychological**

There are four basic categories of psychological emergencies:

- 1) *Suicidal Risks* - The student may speak of suicide as a "solution", threaten suicide, make suicidal gestures such as taking a mild overdose of medication, or make a suicidal attempt. You should be aware of the Prairie policy and follow the protocol identified in that document.

- 2) *Psychotic Behaviour* - The student may suddenly appear "out of touch" with reality, representing one or more of these typical symptoms: out of character and bizarre behaviour, confused and irrational thought processes (hallucination or delusion) often about God and religion, extreme suspiciousness without apparent reason, extreme withdrawal into a "shell" with little or no interpersonal contact.
- 3) *Depression* - The student may present any of the following symptoms that represent more than the common "blues" (trapped, unusual fatigue, suicidal thinking, and/or prolonged tearfulness).
- 4) *Anxiety Attacks* - The student may exhibit symptoms that reflect sudden and extreme agitation including shaking, trembling, hypertension, excessive fears or phobias, hysterical crying or "upset".

1. Remain calm yourself.
2. Offer reassurance, comfort and caring, but don't overwhelm the student.
3. Call your Director of Student Development.
4. If the Director is not available, phone 911.

### ***Sickness/Accident***

In every situation when a student is seriously ill or injured notify your Director of Student Development as soon as possible. If hospitalized, call your Director of Student Development immediately. Always clean up bodily fluids with bleach and wear surgical gloves. Please help students who are sick with food and juice from the Dining Hall.

### ***Medication***

Staff are not permitted to administer any medication. You should be alert to help a person(s) who is challenged in some way (e.g. blind). Also, be aware of Impact Group members who have a medical condition and be prepared to respond in emergency.

### ***Communicable Disease***

You should be aware of the Prairie policy and respond accordingly.

### ***Harassment***

You should be aware of the Prairie policy and respond accordingly.

### ***Physical Force***

You should never use physical force unless someone is at risk of physical injury or to stop a crime.

## CHAPEL INFORMATION FOR IMPACT LEADERS

### *I. The Role of Chapel at Prairie (Why does Prairie have chapel?):*

Prairie's motto is "To Know Christ and Make Him Known." We understand that His calling to know Him reaches beyond a cerebral religion of knowing more about Him. He is not merely a series of principles, a textbook or a set of concepts. God is a living Person. Therefore, His calling is to pursue knowing Him as a Person in deeper and growing intimate relationship.

God, the Lover, has and is pursuing us. It is because, and only because, He first pursued us that it is possible for us to pursue Him. As a response to His pursuit and enabled by His gracious action we are called to the wonderful, personal, passionate, and faithful pursuit of relationship with Him. This reciprocal love relationship is central to Christian spirituality and is profoundly transformational from the inside out.

With the sincere desire to pursue knowing God, Prairie has designed intentional activities and exercises to engage Him. One of these exercises is chapel. Chapel is an intentionally carved out sacred space within our busy lives for worship, developing relationship with God and prioritizing seeking His kingdom as a whole community. This practice of worshipping corporately has been a component of the historical community of Christ (Heb. 10:25) and it is a heritage of Prairie Bible Institute. But it is also our current and purposeful commitment.

In the truest sense, all of our lives should be a worship experience in that all of life is to be lived for His glory. At the same time as all of life is a worship experience; it is also true that the community of Christ has historically gathered to intentionally express worship in specific services. God chooses to be present in a unique manner within the gathering of the community. This gathering is an evidence of God's presence and a source of grace for our journey together with Him and with one another. This practice of worship is an expression of our love/desire for God but it also is a practice that shapes our love/desire for God.

Thus chapel has a direct correlation to our motto "To Know Christ and Make Him Known."

### *II. The Mission of Chapel:*

Prairie Bible Institute serves the Church by discipling Christians through biblically integrated post-secondary education.

The mission of the chapel ministry is to glorify God through corporate worship. The mission of chapel contributes directly to the mission of Prairie in the following specific ways:

**Worship** – It is a sincere response of the Prairie community to God's gracious invitation through glorifying Him. It is a sacred space for the whole community to declare God's worth. It is a tangible reflection of the reality that Christ is the life-transforming centre of and reason for our learning community. It is our declaration and practice to seek God and His kingdom first. It is our surrendered acknowledging of our desire for and dependence on Him.

**Community** – It is the place of gathering with God and with one another in the Prairie community. It is dedication to authentic community of loving one another with sincerity, where our diversity is expressed in a wonderful unity through our common relationship with the Triune God.

**Instruction** – The Bible is the God-breathed Truth through which He nourishes our community. We are privileged to listen together, willingly obey it and willingly submit our lives, community and program to its authority.

**Discipleship** – Worship is an experience of transformational change in which God changes believers into the image of Jesus. As a faith community we engage God and one another within chapel to be discipled as followers of Jesus.

**Spiritual Discipline** – It is a soul exercise to grow in faith and develop love, fear, and desire for God. The practice provides room for God to work in our lives even on the days we don't "feel" like participating.

**Integrity** – Chapel participation is one aspect of the commitment we have made in the Community Covenant by choosing to become part of the Prairie community. Actual participation is thus learning to walk in integrity of that commitment.

**Leadership development** – All of these principles – worship, community, instruction, discipleship, spiritual discipline and integrity - are important components of shaping our lives as preparation to influence others in life and ministry.

### ***III. Values of Chapel:***

Each day of the chapel week is deliberately designed to cultivate the values of Prairie.

**Tuesday - Community (Bible based)** - The whole Prairie community nourished through reading the Word, hearing the Word, preaching the Word, and singing the Word. Gathered in humility, we willingly obey it and submit to its authority.

**Wednesday – Greatest Needs (Mission mandated)** - Exposure to God's work in His world in order to challenge us to embrace God's love and mission and then to engage in all realms of personal responsibility and influence to join God in His mission.

**Friday – Family Matters Chapel (Christ-centered)** – Provides opportunity to share with one another how Christ is working in our lives and community. It is a place of dependence the Lord Almighty where we pray with and for one another.

### ***IV. APPROACH to Chapel Attendance and Accountability*** ***Importance of accountability for chapel attendance:***

Because of the critical role of chapel in contributing to Prairie's motto and mission participation is a required Community Covenant commitment. To assist all of us in keeping the commitments we have made we foster an environment of healthy accountability. Accountability is defined as helping one another keep our commitments to God and each other.

## Student Responsibility and Expectation:

Students are responsible to attend a minimum of 12 chapels each term. This refers to these chapels:

- Tuesday – Community Chapel
- Wednesday – Greatest Needs Chapel
- Friday – Family Matters Chapel

\* PSMA students are responsible to attend daily chapels at the airport and Tuesday chapel on campus.

## Chapel Alternatives:

***Beginning your second year you may substitute the above chapels with either:***

1. Wednesday Night Worship
2. Approved regular weekly Christian ministry commitment (e.g. teaching Sunday school or volunteering at a youth group). You will need work with your DSD and a ministry supervisor to develop appropriate accountability.

## Beginning your third year you may additionally substitute the above chapels with:

Attending a chapel-like event in a context outside of Prairie. This event must further the understanding of God's work in His world and/or have a clear emphasis on the reading, hearing, preaching or singing of God's Word. You are required to receive previous DSD permission for this substitution and to ask the event organizer to sign a form to verify your attendance.

### Chapel Alternatives for Advanced Students (Signature Form)

Third or fourth year students use this form to verify attendance at an alternative to chapel. You must receive previous permission for this substitution from your Director of Student Development.

This event must have a purpose to further the understanding of God's work in His world and/or had a clear emphasis on the reading, hearing, preaching or singing of God's Word.

Before attending, fill this out, print it and bring it to the event. Ask the event organizer to sign it.

Name of Student: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_

Number of Sessions/Hours of the event that the student attended: \_\_\_\_\_  
(You cannot substitute beyond 6 hours of chapel for any one event)

Signature of the Organizer or Representative: \_\_\_\_\_

Date: \_\_\_\_\_



The form for this can be found on the Prairie chapel page [www.prairie.edu/chapel](http://www.prairie.edu/chapel)

This chapel substitute cannot include weekly church worship services. Local church congregational attendance and participation is required in addition to the college chapel requirements.

## Chapel Monitoring and Accountability

You must sign in your record of attendance on the sheet provided at the chapel venue.

## Chapel Requirement Consequences

If you fail to attend the minimum requirement of chapels (and/or assemblies, conferences, etc.) the consequence will be as follows:

- 1) Required to make the chapels up in the next term (if possible).
- 2) Failing that, complete a community service hour per required chapel that has been missed.
- 3) Failing that, you will be charged \$50.00 for each missed hour and the formal discipline process will continue from the stage of leadership care-fronting.

Showing repeated unwillingness to meet these requirements will furthermore forfeit Student Development's approval for Founder's Legacy Bursary in future years.

### **Events/Assemblies Requirements (2016-17)**

Students are responsible to attend the Days of Prayer, Christian Life Week, Global Connections Conference, Student Development assemblies, Abuse Awareness assembly, Program assemblies, First Year assembly, Graduation assembly, Survey assembly, Recognition and Awards assemblies.

### **Why is the sign-in implemented?**

It actually works! Various honour systems without sign-in were attempted for a period of three to four years and were found to be ineffective. Chapel was poorly attended and there was seemingly no effectual way to address this issue, and have true accountability. Sometimes a student may 'defend' their absenteeism by suggesting that the chapel program is irrelevant. This is of great concern to those responsible for planning chapel. If any student has a recommendation for improving the chapel program please have them make this directly to Glenn Loewen. However, the concern for program quality is not considered a legitimate excuse for absenteeism.

### ***V. The process of accountability for chapel attendance:***

The process used for chapel accountability should pattern after or be an application of the normal process of student corrective discipline. In this journey of life together there are occasions when members falter or fail in their Christian and community responsibilities. It is our desire to respond biblically, with both love and truth, when a member sins. This biblical response is a gracious act of the Spirit and of the community with a purpose of discipling the member.

The tracking system in place for chapel only allows that we know who to confront after a term is completed. Your Director of Student Development will let you know of the process taking place with your own people. You will also be brought into the discussion if there is a repeated difficulty so that your group member will be hearing the concern addressed in the company of someone they know and trust.