

*Christian
Service
Handbook*

NORTHWEST COLLEGE

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GUIDELINES AND POLICIES
FOR
CHRISTIAN SERVICE PROGRAM

NORTHWEST COLLEGE

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P R E F A C E

The primary objective of the Christian Service Program of Northwest College is to train young people for a life of fruitful Christian Service. In order to do this, classroom work must be supplemented by opportunities for practical experience.

This handbook has been prepared as a guide for the leadership of the various aspects of the Christian Service Program at Northwest College. If you have questions or problems, please bring them to the office of the Dean of Students. The goal is to make this a meaningful and worth-while training experience to you and those you lead.

The goals of the Northwest College Christian Service Program are as follows: 1) to encourage the spiritual growth of each student; 2) to encourage students to participate in Christian Service ministries; 3) to coordinate the Christian Service activities of Northwest College; and, 4) to maintain records that accurately show the ministry of the students in the Christian Service program.

W. O. M.
STANDING COMMITTEE
GUIDELINES

GUIDELINES FOR STANDING COMMITTEES

I. Finance/Projects Committee

- A. The function of this committee shall be to:
 - 1. Receive and draw up the W.O.M. budget as submitted by the Ministry Interest Groups.
 - 2. Designate and outline offering projects.
 - 3. Review and present regular reports to the W.O.M. Council.
 - 4. Receive suggested projects from the World Missions MIG.
- B. The membership of this committee shall include:
 - 1. W.O.M. Chairman.
 - 2. W.O.M. Treasurer.
 - 3. World Missions MIG leader.
 - 4. One student member of the World Missions MIG appointed by the World Missions MIG leader and advisor.
 - 5. World Missions MIG Advisor.
 - 6. The W.O.M. advisor.
- C. This committee shall be chaired by the W.O.M. **TREASURER.**
- D. The term of office shall be one year.
- E. Meetings of the committee shall be held before the beginning of each quarter, at the mid-point of each quarter, and at other times deemed necessary by the Chairman.
- F. The monies received from W.O.M. offerings shall be dispersed on a ratio of 75% Foreign Missions, 10% Home Missions, 10% Summer Internship, 5% General Fund (W.O.M. Ministries).
- G. The decisions of this committee shall be ratified by the W.O.M. Council.

II. Student Chapel Committee

- A. The function of this committee shall be to plan for, schedule, and coordinate all student chapels.
- B. The membership of this committee shall include:
 - 1. Vice-Chairman
 - 2. W.O.M. Chairman.
 - 3. A.S.B. President.
 - 4. World Missions MIG leader.
 - 5. Two students at large as appointed by the W.O.M. Chairman.
 - 6. Dean of Students, as advisor.
- C. The term of office shall be for one year with the exception of the two students at large who shall be appointed each quarter.
- D. This committee shall meet prior to the beginning of each quarter and at any time during the quarter deemed necessary by the Chairman.
- E. The committee shall submit the student chapel schedule to the W.O.M. Council for ratification.
- F. This committee shall be chaired by the W.O.M. Vice-Chairman.

III. Summer Internship Committee

- A. The function of this committee shall be to:
 - 1. Receive and screen applicants in an effort to determine the six students receiving missionary internship scholarships.
 - 2. Inform the Student Body of the Internship Program and the ministry opportunities; and to plan for returning internees to report back.
 - 3. Aid all interested students in placement for summer service and to develop new areas of ministry.
- B. Membership of this committee shall include:
 - 1. World Missions MIG leader as chairman.
 - 2. W.O.M. Chairman.
 - 3. W.O.M. Secretary.
 - 4. Two students at large as appointed by the W.O.M. Chairman.
 - 5. The World Missions MIG advisor.
 - 6. The W.O.M. Advisor.

Standing Committees cont.

- C. Explanation of program: There are two internship programs eligible students who wish to serve in missionary work during the summer period. The first is the General Council Internship Program; the other is the Northwest College Internship Program. The two programs are similar except for fields of labor, manner of contact, and manner of financing. The General Council program is sponsored by the Foreign Missions Department, Springfield, Mo., and the interneer serves abroad in a field designated by the Foreign Missions Department. In the Northwest Council Internship Program the interneer serves in the homeland, which may include Alaska and Hawaii and Canada.
- D. Qualifications for eligibility:
1. Persons who are at the time of application freshmen, sophomores, juniors, or seniors who will be returning are eligible.
 2. Persons active in Christian service at least one year.
 3. Persons fully approved by the Internship Committee and ratified by the W.O.M. Council.
 4. Persons having a cumulative G.P.A. of not less than 2.0.
 5. Persons filled with the Holy Spirit and having a satisfactory character and citizenship record.
 6. Persons giving evidence of a true interest in missions.
 7. Persons not having participated previously under the Internship program.
- E. The minimum length of service is two months in the assigned field.
- F. Eligible sponsors for the Northwest College program must be approved Assembly of God ministers and organizations and/or parties approved by the W.O.M. Council.
- G. The number of interneers chosen may be no more than two to the General Council program, and up to four to the Northwest College program; or, a total of six to the Northwest College program providing the General Council program is not chosen. Any change in this number is subject to ratification by the Council.
- H. Manner of remuneration:
1. The college will allocate not more than \$450.00 in scholarships to cover both programs, two-thirds of which will be reserved for the Northwest College Internship program (See action adopted by the Student Aid Committee, May 8, 1964).
 2. In the case of the Northwest College-sponsored scholarships, not more than \$75.00 per student shall be allocated by the school.
 3. The W.O.M. Council will supplement the amount provided by the college in the amount of \$75.00 per quarter for three quarters. The W.O.M. Council may also provide the student's round trip fare to and from the place of ministry under the N.C. program.
- I. Each interneer will be accountable to the supervisor (sponsor) under whom he serves. He will give a written report to the W.O.M. Council upon his return, as well as an oral report to the student body. A written report from the supervisor (sponsor) under whom he served will also be required.
- J. Procedure for selecting scholarship interneers.
1. All interested students shall make application to the Committee during the winter quarter.
 2. The candidates will be screened to determine:
 - a. Motive for making application.
 - b. Area of interest.
 - c. Talents and ministry background.
 - d. Financial need.

Standing Committees cont.

3. Each applicant shall submit a recommendation form from his home and college pastor.
4. Ratification and appointment
 - a. The internees will be chosen by the majority decision of the committee.
 - b. The Administrative approval will be represented by the two faculty members serving on the committee.
 - c. The selected internees shall be submitted to the W.O.M. Council for final ratification.
 - d. Contacts for approved candidates in the Northwest College program will be made with the sponsors of the fields by the W.O.M. Council. The sponsors will then make appointments for the candidates as he understands the need.
 - e. Contacts with the General Council Foreign Missions Department for foreign service should be made directly with the Foreign Missions Department.
- K. Financial Responsibility
 1. Each student will be personally responsible for his own expenses during the two months he remains in the assigned field. He must not become a financial burden to the sponsor under whom he serves.
 2. It is understood that both the intern and the committee should exercise discretion in approving internship activities that cost large sums of money.

IV. Spiritual Life Committee

- A. The function of this committee shall be:
 1. To coordinate the spiritual life activities for the member organizations of the Associated Student Body of Northwest College.
 2. To schedule and maintain in cooperation with the cultural - social committee a spiritual life calendar for the student body of Northwest College.
- B. The membership of this committee shall include:
 1. The W.O.M. vice chairman.
 2. The spiritual life committee chairman from each class.
 3. The chaplains of the A.M.S. and A.W.S.
 4. The second vice-president of the A.S.B.
 5. The W.O.M. advisor.
- C. This committee shall be chaired by the W.O.M. vice-chairman.
- D. The term of office shall be one year.
- E. Meetings of the committee shall be held before the beginning of each quarter, at the mid-point of each quarter, and at other times deemed necessary by the chairman.
- F. The decisions of this committee shall be subject to the approval of the W.O.M. Council.

EXHIBIT i

INTENTION OF SUMMER MINISTRY

Name _____ Box # _____ Sex _____

Are you interested in applying for the internship scholarship program? Yes _____ No _____

Part I: Personal Resume

Age _____ Date of Birth _____

When saved? _____

When filled with the Holy Spirit? _____

Year in School _____ Bible College _____ Junior College _____

Current G.P.A. _____ Accumulative GPA _____

What previous active ministry or offices of leadership have you held? _____

List any serious ailments or diseases that you have had or have at the present time. _____

Part II: Intended ministry

Why do you desire to go as an intern? _____

Are you interested in a particular field of ministry? Yes _____ No preference _____
If so, please describe and explain: _____

Are you interested in the General Council program for overseas service? _____ Yes _____ No _____

Do you request assistance in placement for this summer? _____ Yes _____ No _____

Date _____

Signature of Application

Please return this application to the Administration Building by _____ No late applications will be accepted. You will be notified soon by the committee regarding your interview.

Exhibit ii

SUMMER INTERNSHIP
Cover Letter for Reference Letter

_____, 1970

Pastor _____

Dear Pastor _____,

_____, a student at Northwest College, has made application for the World Outreach Ministries Summer Internship Program. This program involves eight weeks of on-the-field experience on either a home or foreign missionary field. Its purpose is to provide training as well as an opportunity for service and ministry. Students chosen by a joint student-faculty committee to serve as summer interns will be awarded a \$300 tuition scholarship. Interns are personally responsible for their travel expenses and other expenses incurred while on the field.

The committee would appreciate your assistance in determining the qualifications of the applicants. Please complete the enclosed confidential reference form and return it to the College by _____.

Thank you for your cooperation in helping us select the students most eligible for the Summer Internship Program.

Sincerely,

Jack V. Rozell
Dean of Students
WORLD OUTREACH MINISTRIES (Advisor)

JVR:ps

Enclosure

SUMMER INTERNSHIP

Northwest College
Kirkland, Washington 98033

Name of applicant _____ Date _____

The person named above has applied for the Summer Internship Program of the World Outreach Ministries at Northwest College. As pastor of this individual, your frank and unbiased statement would be greatly appreciated as an aid in determining his qualifications for this program of summer ministry.

1. How long have you known applicant? _____ In what capacity? _____

2. Has (s)he been a born-again Christian during this time? _____ If not, how long has (s)he been converted? _____

3. To your knowledge, has applicant lived a consistent Christian life? _____ If not, please explain _____

To the following items please place a check mark in the appropriate space on the scale. If you have insufficient information or no opinion on a particular topic please omit it.

4. Christian character | unstable | generally stable | sound, well-balanced | outstanding |

5. Seriousness of purpose | purposeless | vacillating | potential | self-directed, purposeful |

6. Industry | seldom works even under pressure | needs constant pressure | needs occasional prodding | does work assigned | does extra work |

7. Cooperation | uncooperative | usually cooperative | cooperative with some initiative | very cooperative |

8. Concern for others | anti-social | indifferent | self-centered | somewhat socially concerned | deeply concerned |

9. Personality | avoided | unnoticed | accepted | well-liked | sought out |

10. Responsibility | unreliable | somewhat dependable | usually dependable | conscientious | assumes much responsibility |

11. Emotional stability | excitable | unresponsive | usually well-balanced | well balanced | exceptionally well-balanced |

12. Financial integrity | squanders money; fails to pay bills | barely meets obligations | satisfactory | conserves money | good manager |

13. Health: | frequently ill | occasionally ill | generally good health | exceptionally good health |

14. To your knowledge does the applicant have a reputation for any of the following?

| use of tobacco | use of alcohol or drugs | theatre attendance | dishonesty in business | sexual immorality | dancing |

15. How do you evaluate the potential benefit this individual would receive from a summer of ministry on the home or foreign missionary field?

16. Recommendation: | not recommended | yes, with some reservations | yes, without hesitation |

17. Please write any comments that you feel would help us in regard to this applicant on the reverse side of this reference form.

Signed _____

Dated _____

MINISTRY INTEREST GROUPS

Guidelines

CAMPUS MINISTRY INTEREST GROUP GUIDELINES

Name

The name of this group shall be the Campus Ministry Interest Group (MIG).

Membership

The membership of this MIG shall consist of the Residence Hall Chaplains, Floor Chaplains, and the Prayer Cell Leaders of both the Associated Women Students and the Associated Men Students. Participation in this MIG is open to all students enrolled at Northwest College.

Officers

The officers shall consist of the Assistant Dean of Women and the Assistant Dean of Men, and the Chaplains of the Associated Women Students and the Associated Men Students.

Purpose

The purpose of this MIG shall be to encourage the developing of organized prayer cells and Bible study groups among all students enrolled at Northwest College, and to encourage consistent prayer life through the means of fasting, prayer chains, and prayer request lists. It seeks to serve as the spiritual foundation for all the other Ministry Interest Groups.

Finances

All finances for the operation of the MIG shall be obtained from the W.O.M. monies.

Qualifications of Chaplains and Prayer Cell Leaders

1. **Residence Hall Chaplains:**
All Residence Hall Chaplains must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been enrolled in the student body at least one year.
2. **Floor Chaplains**
All floor chaplains must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been in residence for at least one quarter preceding their election.
3. **Prayer Cell Leaders**
All Prayer Cell leaders must be established in the Lord, and must maintain a high standard of Christian living.

Appointment/Election of Chaplains and Prayer Cell Leaders

1. **Residence Hall Chaplains:**
 - a. The Residence Hall Chaplains shall be appointed by a committee comprised of the Dean of Students, the Dean of Women, the Assistant Dean of Men and the Assistant Dean of Women, the Associated Women Students' President, and the Associated Men Students' President, and ratified by the Council.
 - b. If a vacancy occurs, a new appointment shall be made.
2. **Floor Chaplains:**

Campus Ministry Interest Group Guidelines

- a. Three names shall be submitted by the Residence Assistants of each floor.
- b. The names shall be screened for citizenship through the Dean of Students or the Dean of Women, and for gpa through the Registrar's office.
- c. The names shall be posted in the residence at least two days prior to voting.
- d. Each individual floor shall elect their own floor chaplain.

Term of Office

1. Residence Hall Chaplains
The Residence Hall Chaplains shall serve for a period of one school year.
2. Floor Chaplains:
The Floor Chaplains shall serve for a period of one school quarter.
3. Prayer Cell Leaders:
There shall be no limitations as to length of service; however, the MIG officers have the responsibility to replace Prayer Cell Leaders should the necessity arise.

Duties

1. Residence Hall Chaplains
 - a. To preside over all Campus MIG meetings.
 - b. To call meetings of the MIG in cooperation with the MIG Advisors.
 - c. To represent the MIG to the WOM, AWS/AMS Councils.
 - d. To act as a screening committee, with the Faculty Advisors, in choosing the Floor Chaplains.
 - e. To promote and coordinate all spiritual life activities on campus.
 - f. To submit a budget to the W.O.M. Council.
 - g. To submit required reports.
2. Floor Chaplains:
 - a. To cooperate with the Residence Assistant in planning and leading floor devotions.
 - b. To be instrumental in forming prayer cells and Bible study groups.
 - c. To encourage and aid the spiritual growth of each member of his floor.
 - d. To represent his floor to the officers of the Campus MIG.
3. Prayer Cell Leaders:
 - a. To guide the prayer cells and Bible study groups.
 - b. To report to the Floor Chaplain on the progress of his group.

Meetings

1. The officers shall meet once per week on a designated day.
2. Meetings of the Floor Chaplains and the Officers shall be called by the Committee or the Residence Hall Chaplains.
3. Special training sessions and discussion periods for all prayer cell leaders and Floor Chaplains will be called by the officers.

CHILDREN AND YOUTH MINISTRY INTEREST GROUP GUIDELINES

Name

The name of this group shall be the Children and Youth Ministry Interest Group (MIG).

Membership

The membership of this MIG shall consist of the MIG leader, the Faculty Advisor, appointed coordinators, and those students designating an interest in this area of service.

Officers

The officers shall consist of the Faculty Advisor and the MIG leader.

Purpose

The purpose of this MIG shall be:

- a. To enlist as many as possible in Christian service.
- b. To work jointly with local churches and organizations to place students in positions of ministry to Children and Youth.
- c. To provide training for interested students in Children and Youth ministries.
- d. To develop areas of opportunity in the area of Children and Youth ministries.

Finances

All finances for the operation of this MIG shall be obtained from W.O.M. monies.

Qualifications of MIG leader and coordinators

1. MIG leader:

The MIG leader must be established in the Lord and must maintain a high standard of Christian living; he must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been enrolled in the student body at least one year.

2. Coordinators:

All coordinators must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been in residence for at least one quarter.

Appointments of MIG leader and Coordinators:

1. The MIG leader shall be appointed by the W.O.M. Council, the MIG advisor, and the newly elected World Outreach Ministries executive officers in May of each school year. If a vacancy occurs during the school year, a new appointment shall be made.
2. Coordinators
 - a. The coordinators of the MIG shall be appointed by the MIG leader and advisor and ratified by the W.O.M. Council. If a vacancy occurs during the school year, a new appointment shall be made.

Children and Youth Ministry Interest Group Guidelines

- b. A coordinator shall be chosen for the sub-groups of the Royal Rangers, Missionettes, Children's Church, Home Bible Clubs, King's Teens, and groups of similar interest as the opportunities for ministry are developed.

Term of Office

1. The MIG leader shall serve for a period of one school year.
2. The MIG coordinators shall serve for a period of one school year.

Duties

1. The MIG leader's duties shall be:
 - a. To preside over all Children and Youth MIG meetings.
 - b. To call meetings of the MIG.
 - c. To represent the MIG to the W.O.M. Council.
 - d. To appoint with the Faculty Advisor the necessary coordinators to assist in the activities of the MIG.
 - e. To promote and coordinate all Children and Youth activities.
 - f. To plan and carry out training sessions in cooperation with the Faculty Advisor.
 - g. To submit a budget to the W.O.M. Council.
 - h. To keep and submit required reports.
2. The Children and Youth MIG coordinators' duties shall be:
 - a. General duties:
 - (1). To contact members to fill service openings.
 - (2). To make all arrangements for efficient operation, such as transportation, confirmation of appointments with local churches, etc.
 - b. Coordinator of Home Bible Clubs:
 - (1). He shall make arrangements for homes for clubs.
 - (2). He shall supervise the promotion in the neighborhood of the club.
 - (3). He shall advise the MIG leader or Advisor of materials needed for successful operation of the club.
 - c. Coordinator of King's Teens:

The parent organization of King's Teens has its own rules, so the coordinator of this sub-group on campus is to work jointly with the parent organization and with the Children and Youth MIG leader.
 - d. Coordinators of such groups as Royal Rangers, Missionettes, Children's Church and Sunday School will work jointly with the pastor of the local church and in accordance with their plans and policies.

Meetings

1. The officers shall meet once a week on a designated day.
2. Meetings shall be called as deemed necessary by the MIG leader in cooperation with the Faculty Advisor and the appropriate coordinators.

EVANGELISM MINISTRY INTEREST GROUP GUIDELINES

Name

The name of this group shall be the Evangelism Ministry Interest Group, (MIG.)

Membership

The membership of this MIG shall consist of the Evangelism MIG leader and the coordinators. Participation in this MIG is open to all students enrolled at Northwest College.

Officers

The officers shall consist of the Faculty Advisor and the Evangelism MIG leader.

Purpose

The purpose of this MIG is to train students in personal evangelism, to encourage student participation in personal evangelism, and to develop opportunities for students to evangelize.

Activities

The MIG shall be engaged in Youth Action Crusades in cooperation with the Northwest District, University Witness, and street witness. It is understood that additional areas may be organized as deemed possible to the fulfillment of the purpose of the MIG. New activities added shall be approved by the W.O.M. Council.

Finances

All finances for the operation of this MIG shall be obtained from W.O.M. monies.

Qualifications of MIG leader and coordinators

1. MIG Leader:

The Evangelism MIG leader must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been enrolled in the student body at least one year.

2. Coordinators:

All coordinators must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been in residence at least one quarter.

Appointment of MIG leader and coordinators

1. Evangelism MIG leader:

The Evangelism MIG leader shall be appointed by the W.O.M. Council, the newly elected World Outreach Ministries executive officers, and the MIG advisor in the month of May of each school year. If a vacancy occurs during the school year, a new appointment shall be made.

Evangelism Ministry Interest Group Guidelines

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2. The Coordinators:

The Coordinators shall be appointed by the Evangelism MIG leader and Advisor and ratified by the W.O.M. Council. If a vacancy occurs during the school year a new appointment shall be made.

3. A coordinator may be removed from his position at the recommendation of the MIG leader and Advisor as ratified by the W.O.M. Council. Should a vacancy occur, a new appointment shall be made.

Term of Office

1. Evangelism MIG leader:

The Evangelism MIG leader shall serve for a period of one school year.

2. The Evangelism MIG Coordinators shall serve for a period of one school year.

Duties

1. The Evangelism MIG leader's duties shall be:

- a. To preside over all Evangelism MIG meetings.
- b. To call meetings of the MIG.
- c. To represent the MIG to the W.O.M. Council.
- d. To appoint, with the MIG Advisor, the necessary coordinators to assist in the activities of the Evangelism MIG.
- e. To promote and coordinate all Evangelism MIG activities.
- f. To plan and carry out training sessions in evangelism in cooperation with the MIG Advisor.
- g. To submit a budget to the W.O.M. Council.
- h. To keep and submit required reports.

2. The Evangelism MIG Coordinator's duties shall be:

- a. To assist the MIG leader as requested.
- b. To coordinate and promote the activities of his responsibility.

Meetings

1. The officers shall meet once a week on a designated day.

2. Meetings shall be called as deemed necessary by the MIG leader in cooperation with the MIG Advisor and the appropriate coordinators.

GOSPEL TEAMS MINISTRY INTEREST GROUP GUIDELINES

Name and Definition

The name of this group shall be the Gospel Team Ministry Interest Group, (MIG) A Gospel Team is defined as a group of two or more individuals who combine their talents to conduct gospel services as requested by the College. Normally, the team will include a speaker, song leader (s), and/or instrumentalist (s). It may also include others who will read scripture and give testimonies and perform such other ministries as altar work, etc. The ministries of the gospel teams are coordinated by the Gospel Team MIG leader and advisor.

Membership

The membership of this MIG shall consist of the Gospel Team leader and the Gospel Team members.

Officers

The officers shall consist of the faculty advisor and the MIG leader.

Purpose

The purpose of this MIG is to organize gospel teams, provide opportunities for Gospel Team ministries and training.

Finances

The finances of this MIG shall be obtained from the W.O.M. monies and offerings received.

Qualifications of the MIG leader

The Gospel Team MIG leader must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4 and an acceptable citizenship record, and must have been enrolled in the student body at least one year and must maintain a g.p.a. of 2.0.

Appointment of the Gospel Team MIG leader

The Gospel Team MIG leader shall be appointed by the W.O.M. Council, the faculty advisor, and the newly elected W.O.M. executive officers in the May of each school year. If a vacancy occurs during the school year a new appointment shall be made.

Term of Office

The Gospel Teams MIG leader shall serve for a period of one school year.

Duties of the MIG leader

- a. To preside over all Gospel Teams MIG meetings.
- b. To call meetings of the Gospel Teams MIG.
- c. To represent the MIG to the W.O.M. Council.
- d. To appoint with the Faculty Advisor the Gospel Team participants.
- e. To organize, promote, and coordinate all MIG activities.
- f. To plan training sessions for MIG participants in cooperation with the MIG advisor.
- g. To secure services for the Gospel Teams and to assign teams to these services. A secretary shall be appointed to handle all MIG correspondence.
- h. To submit a budget to the W.O.M. Council.
- i. To keep and submit required reports.

Gospel Teams Ministry Interest Group Guidelines

Organization of Gospel Teams

1. The students themselves should take the initiative in forming their own teams. Team personnel should be chosen so that there will be no conflict of interest with any of the traveling choirs of the College. Assistance in organizing will be given by the Gospel Team MIG leader.
2. The team shall consist of musicians, speaker and other qualified personnel who would be capable of participating in or conducting a gospel service.
 - a. All musicians and music must be approved by the music coach.
 - b. The song leader must also be approved by the music coach.
 - c. The speaker must have received at least a "C" in homiletics class. If one has not taken the class, but desires to be a speaker, he must preach a sermon before the homiletics professor at a time of their choosing. If approved, he may then travel as a speaker.
3. Non-students will not be permitted to participate on a gospel team without special permission.
4. The teamleader shall get a "Gospel Team Application" form from the MIG leader, fill it out, and return it to him with all necessary endorsements. It must, in turn, be approved by the Dean of Students.
5. Each member of the team must maintain at least a 2.0 accumulative G.P.A. and an acceptable citizenship record to be eligible for gospel team activity.
6. Each team must have a car available for gospel team use. Such an automobile must fulfill the minimal requirements of the State of Washington for public liability and property damage. The car, insurance, and driver must be approved by the Dean of Students.
7. Gospel team members must attend all training sessions conducted throughout the year.
8. The Gospel Team leader's responsibilities shall be:
 - a. To preside over all meetings of his Gospel Team.
 - b. To call meetings of his Gospel Team.
 - c. To receive, complete, and report on assignments given him by the MIG leader.
9. The Gospel Teams' participants' responsibilities shall be:
 - a. To attend all training sessions called by the MIG leaders.
 - b. To attend all team meetings called by the Team leader.

Assignment Procedure

1. The team leader will receive an assignment form in his box from the MIG leader, which will give the date, time, place, etc., of the assignment.
2. Before each assignment the team leader will receive:
 - a. An assignment report blank. This is to be filled in and returned the day following the assignment. All facts and figures of the service(s) are to be placed hereon.
 - b. A mileage report blank. The car driver is to record his mileage on this sheet and return it the day following the assignment. A place for actual speedometer readings is provided which will eliminate approximations. The car driver will receive 5¢ per mile from the World Outreach Ministries and will be reimbursed immediately. Charges at toll-roads and bridges will also be paid. Expense for mechanical failures is the responsibility of the car owner.
 - c. A "Pastor's Observation Report" blank. This is to be given to the pastor at the assignment with a post-paid business-reply envelop. Encourage him to mail it in at his earliest convenience.

Gospel Teams Ministry Interest Group Guidelines

3. All monies received on any assignment are to be returned to the College.
4. Northwest College literature will be given each group and is to be displayed on assignments when possible. A brief word about the school should be given; not so much about programs, finances, etc., but along the line of: "What Northwest College means to me and has done for me."
5. The teams will not travel more than 100 miles one-way on assignments when they have to return to the college the same night.
6. The teams must comply with the "In-hours" as outlined in the student handbook, unless by special permission. In NO case will the "In-hour" be later than 1:00 a.m. (See Student Handbook, page 21.)

Assignments other than School Assignments

On occasion it seems to be in the best interest of a gospel team and the College if the two parties are released from the Gospel Team financial contract. The assignment then may be considered as their own and, therefore, they assume all financial responsibility. The following conditions are guidelines to this exception in the arrangement.

1. The service(s) should have been initiated by an independent organization and not the gospel team.
2. The gospel team leader should submit a request to the P. R. Office for a release from the financial contract.
3. Whether or not the assignment is not of PR value to the College should be determined.
4. The assignment must not conflict with other Gospel Team or school assignments.
5. The assignments must not conflict with the stated Gospel Team policy.

Dress

1. The gospel team members should be dressed conservatively and modestly. If this principle is followed, they will be dressed properly for team assignments. (See Student Handbook, page 21.)
2. It is not necessary that the team members all be dressed alike.
3. If outfits are desired, the approval of the respective Deans is required before the outfits are purchased.

Meetings

1. The officers shall meet once a week on a designated day.
2. The MIG leader and team leaders shall meet once a week on a designated day.
3. The teams shall have one meeting before each assignment for practice and prayer.
4. Training meetings shall be called at least once a quarter by the MIG leader in cooperation with the Faculty Advisor.

Gospel Teams MIG - Exhibit A

Name _____ last _____ first _____

Age _____ Freshman _____ Soph. _____ Jr. _____ Sr. _____

Are you on Academic Probation? Yes _____ No _____

Are you on Citizenship Probation? Yes _____ No _____

What can you do?

speaker _____

vocal solo _____

songleader _____

instrumental solo _____

Scripture/testimony _____

pianist _____

Do you have a car available for team work? weeknights _____
weekends _____

Preference of team leader _____

Gospel Teams MIG - Exhibit A

Name _____ last _____ first _____

Age _____ Freshman _____ Soph. _____ Jr. _____ Sr. _____

Are you on Academic Probation? Yes _____ No _____

Are you on Citizenship Probation? Yes _____ No _____

What can you do?

speaker _____

vocal solo _____

songleader _____

instrumental solo _____

Scripture/testimony _____

pianist _____

Do you have a car available for team work? weeknights _____
weekends _____

Preference of team leader _____

Gospel Teams MIG - Exhibit A

Name _____ last _____ first _____

Age _____ Freshman _____ Soph. _____ Jr. _____ Sr. _____

Are you on Academic Probation? Yes _____ No _____

Are you on Citizenship Probation? Yes _____ No _____

What can you do?

speaker _____

vocal solo _____

songleader _____

instrumental solo _____

Scripture/testimony _____

pianist _____

Do you have a car available for team work? weeknights _____
weekends _____

Preference of team leader _____

Exhibit B

WORLD OUTREACH MINISTRIES
GOSPEL TEAM APPLICATION

Date _____

Name of Gospel Team: _____

Names of Team Personnel:

- | | |
|----------|----------------------|
| 1. _____ | 5. Pianist _____ |
| 2. _____ | 6. Song Leader _____ |
| 3. _____ | 7. Speaker _____ |
| 4. _____ | |

Endorsements Needed for:

- | | |
|--------------------------------------|---|
| 1. Music _____
(Music Coach) | 3. Speaker _____
(Homiletics Prof.) |
| 2. Songleader _____
(Music Coach) | 4. Team _____
(Advisor and MIG leader) |

Is a car available for gospel team use? _____

Name of operator of car _____

Make _____ Year _____

License No. _____ State _____

Is the car insured? _____ Name of Insurance Company _____

Is property damage carried? _____ How much? _____

Is public liability insurance carried? _____ How much? _____

Exhibit C

NORTHWEST COLLEGE

World Outreach Ministries
Gospel Teams
Assignment Report

Note: This report is to be returned to the MIG leader by 12:30 Monday following the assignment(s).

Church _____ Date of Assignment _____

Address _____ Phone _____

Pastor _____ Team leader _____

Miles traveled _____ Name of Driver _____ Box # _____

Services Attended: _____ Sunday School _____ A.M. _____ P.M. _____ Other _____

Members Present

Type of Participation

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Approximate Attendance: _____ A.M. _____ P.M. _____ Other _____

Results of services: Number responding to altar call for salvation _____

Received the Baptism in the Holy Spirit? _____ Any other facts or results about the service which you feel are noteworthy? _____

Do you feel that your team is working well together? _____

What was the remuneration for this assignment? \$ _____ Traveling Expenses \$ _____. Any other remarks which are pertinent to this assignment, your team, or the Gospel Team MIG program in general: _____

Exhibit D.

W.O.M. Gospel Team
Assignment Car Drivers Report

Name of driver _____
Date of assignment _____
Place of assignment _____
Number of passengers other than driver _____
Did you receive an offering? _____ If so, how much? _____
Mileage at finish of trip _____
Mileage at beginning of trip _____
Actual trip mileage _____
Signature _____
Endorsed by Gospel Team Advisor _____

(Signature) _____ Date _____

W.O.M. Gospel Team
Assignment Car Drivers Report

Name of driver _____
Date of assignment _____
Place of assignment _____
Number of passengers other than driver _____
Did you receive an offering? _____ If so, how much? _____
Mileage at finish of trip _____
Mileage at beginning of trip _____
Actual trip meelage _____
Signature _____
Endorsed by Gospel Team Advisor _____

DATE _____ (Signature _____)

WORLD OUTREACH MINISTRIES

Exhibit E

Gospel Teams

Pastor's Observation Report

Dear Pastor:

We trust this team will bring much spiritual blessing to your church. This report is designed to assist us to be of help to the students by properly evaluating their ministry in Christian service. Your cooperation will be greatly appreciated.

CHURCH _____ DATE OF ASSIGNMENT _____

Name of team or team leader _____ Number of students attending _____

1. Name: _____
2. Posture: Slouching _____ Lean on pulpit _____ Fair _____ Good _____
3. Clothing: Neat _____ Untidy _____
4. Attitude: Cold _____ Artificial _____ Friendly _____ Sincere _____
5. Evidence of preparation: Poor _____ Fair _____ Good _____
6. Message: Too brief _____ Too lengthy _____ Difficult to follow _____ Beyond his depth _____
Not enough food for thought _____ Fair _____ Very good _____
7. Ease on platform: Relaxed _____ Rigid _____ Fair _____ Good _____
8. Spiritual tone: Evidence of the anointing _____ Excellent _____ Fair _____ None _____
9. Use of English: Poor _____ Fair _____ Good _____
10. Delivery: Conversational _____ Oratorical _____ Monotonous _____ Loud _____ Weak _____

SONGLEADER: General comments:

1. Name: _____
2. Clothing: Neat _____ Untidy _____
3. Gestures: Appropriate _____ Grotesque _____ Reserved _____ Poor _____
4. Preparation of songs: Poor _____ Fair _____ Good _____
5. Use of English: Poor _____ Fair _____ Good _____
6. Spiritual tone: Excellent _____ Fair _____ Poor _____
7. Did he/she lift the meeting during the song service? Yes _____ No _____

MUSIC SPECIALS: General comments

1. How many? _____ Too many? _____ Yes _____ No _____
2. Clothing of singers: Neat _____ Untidy _____
3. Quality of music: Poor _____ Fair _____ Excellent _____ Cold _____ Uplifting _____

TO THE PASTOR:

1. Were you satisfied with the over all performance of this group? Yes _____ No _____
2. Would you be willing to have this group again at some later date? Yes _____ No _____
3. Would you recommend this group to a fellow pastor? Yes _____ No _____ Undecided _____

Signed _____
Pastor

[illegible]

INTERN MINISTRY INTEREST GROUP GUIDELINES

Name

The name of this group shall be the Intern Ministry Interest Group (MIG).

Membership

The membership of this MIG shall consist of the Intern MIG leader and coordinators and all students designating an interest in this area of service.

Officers

The officers shall consist of the Faculty Advisor and the MIG leader.

Purpose

The purpose of this MIG is to train and encourage student participation in hospital and resthome visitation, ministry to the deaf, and pastoral assistants. New ministries may be added with the approval of the W.O.M. Council.

Finances

All finances for the operation of this MIG shall be obtained from W.O.M. monies.

Qualifications of the MIG leader and Coordinators

1. The Intern MIG leader must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4 and must have maintained an acceptable citizenship record and a grade point average of at least 2.0 and must have been enrolled in the student body at least one year.
2. The Intern MIG Coordinators must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4 and must have maintained an acceptable citizenship record and a grade point average of at least 2.0 and must have been enrolled in the student body for at least one quarter.

Appointment of MIG leader and Coordinators

1. The Intern MIG leader shall be appointed by the W.O.M. Council, the Faculty Advisor, and the newly elected W.O.M. executive officers in the May of each school year. If a vacancy occurs during the school year a new appointment shall be made.
2. The coordinators shall be appointed by the MIG leader and advisor and ratified by the W.O.M. Council. If a vacancy occurs during the school year a new appointment shall be made. A coordinator may be removed from his position at the recommendation of the MIG leader and advisor as ratified by the W.O.M. Council.

Term of Office

1. The MIG leader shall serve for a period of one school year.
2. The Coordinators shall serve for a period of one school year.

Duties

1. The duties of the Intern MIG leader shall be:
 - a. To preside over all Intern MIG meetings.
 - b. To call meetings of the Intern MIG.
 - c. To represent the MIG to the W.O.M. Council.
 - d. To appoint, with the Faculty Advisor, the necessary coordinators to assist in the activities of the MIG.
 - e. To promote and coordinate all MIG activities.
 - f. To plan training sessions for the MIG participants in cooperation with the Faculty Advisor.

Intern Ministry Interest Group Guidelines

- g. To submit a budget to the W.O.M. Council.
- h. To keep and submit all required reports.
- 2. The Intern MIG Coordinator:
 - a. To assist the MIG leader as requested.
 - b. To coordinate and promote the activities of his responsibility.

Meetings

- 1. The officers shall meet once a week on a designated day.
- 2. Meetings shall be called as deemed necessary by the MIG leader in cooperation with the advisor and appropriate coordinators.

HOSPITAL CHAPLAINCY COORDINATOR GUIDELINES

In order to effectively engage students in hospital ministry and training, a hospital coordinator may be appointed to assist the Intern MIG advisor and leader in this aspect of the MIG's program. He shall be appointed by the President of the College. The following are the guidelines for the program:

- 1) The hospital ministries program shall be conducted under the guidelines of the W.O.M. Constitution and the guidelines of the intern ministry interest group.
- 2) The hospital coordinator shall coordinate the hospital ministries in cooperation with the intern ministry interest group advisor and student leader.
- 3) The hospital coordinator shall be appointed for a term of one academic year.
- 4) The hospital coordinator shall spend approximately 6 hours per week in responsibility of coordinating and supervising the assistant chaplains at Harborview Hospital.
- 5) The hospital coordinator shall submit monthly a travel voucher and his expenses shall be paid by the Christian Service Department of Northwest College.

SERVICEMEN'S MINISTRY INTEREST GROUP GUIDELINES

Name

The name of this group shall be known as the Servicemen's Ministry Interest Group (MIG).

Officers

The officers shall consist of the faculty advisor, the MIG leader, two MIG coordinators; and the MIG secretary/treasurer.

Membership

The membership shall consist of all students interested in the outreach of the MIG. Voting membership shall be those regular participants in the activities of the MIG. (Regular= shall be considered as 50% minimum participation.)

Purpose

1. To reach servicemen for the Lord Jesus Christ through the various outreaches of the MIG.
2. To pray for general and specific needs of servicemen contacted personally or through correspondence, as well as those prayer requests sent to the group from the six chaplains that are graduates of Northwest College and are now serving in the war zone and in military installations at home and abroad.
3. To serve as a hub for any personal ministry or evangelism effort which may be directed locally to servicemen.
4. To encourage, help and guide local servicemen to a church where they can be ministered to and also become involved in local church activities.
5. To conduct a specialized correspondence with servicemen given special interest by the Servicemen's Division (1445 Boonville Avenue, Springfield, Missouri 65802) as well as those who will be converted in the outreach efforts of the MIG.
6. To encourage the local churches in a ministry of their own to the local servicemen in their vicinity, and to act as a coordinator for the local churches for the city-wide monthly servicemen's hospitality weekends in Christian homes.
7. To prepare and train workers by experience to reach the servicemen of our country for the Lord Jesus Christ.

Qualifications of Officers

Officers must meet the following qualifications:

1. A Christian in good standing and well established in the Lord.
2. Filled with the Holy Spirit according to Acts 2:4.
3. Maintain a g.p.a. of at least 2.0.
4. Acceptable citizenship record.
5. In residence as a full-time or part-time student for at least one year for the MIG leader and one quarter for the other officers.
6. A burden for servicemen.

Appointment/Election

Officers shall be selected as follows:

1. MIG leader: shall be appointed by the W.O.M. Council, the Faculty Advisor, and the newly elected W.O.M. executive officers in the May of each school year. If a vacancy occurs during the school year a new appointment shall be made.

Servicemen's Ministry Interest Group Guidelines

2. All other MIG officers shall be appointed by the MIG leader and advisor and ratified by the W.O.M. Council.

Term of Office

All officers shall serve for a period of one school year. Should vacancies arise, the position will be filled by appointment and ratified by the W.O.M. Council.

Duties of Officers

1. MIG Leader
 - a. To preside over all MIG meetings.
 - b. To call meetings of the MIG as deemed necessary.
 - c. To represent the MIG to the W.O.M. Council.
 - d. To coordinate all the activities of the MIG.
 - e. To submit a budget to the W.O.M. Council and to submit all requested reports to the Council.
2. Vice-Chairman
 - a. To take over the responsibilities of the MIG leaders in his absence.
 - b. To work closely with the MIG leader and faculty advisor in coordinating all MIG activities.
 - c. To act as chairman of committees.
 - d. To lead the prayer meetings for the special requests.
3. Secretary -Treasurer
 - a. To keep a complete and accurate record of all business meetings.
 - b. To carry on all the correspondence of the MIG.
 - c. To make and post notices on the bulleting board and in the student bulletin when necessary.
 - d. To perform other duties assigned by the MIG leader.
 - e. To keep complete and accurate record of all MIG expenditures and to secure vouchers for payment from the W.O.M. treasurer.

Finances

All finances for the operation of this group will be obtained from the W.O.M. monies and from private donations.

Meetings

1. All meetings, except for meetings of announcement, shall be conducted according to parliamentary procedure.
2. The officers shall meet once a week on a designated day before all MIG meetings.
3. Meetings shall be called as deemed necessary by the MIG leader in cooperation with the advisor.
4. No meeting shall act officially without the presence of the faculty advisor or his appointed representative.

Servicemen's Ministry Interest Group Guidelines

Committees

Committees may be appointed to facilitate efficiency in carrying out functions or purposes of the MIG. Such committees will be appointed at the discretion of the MIG leader and officers. A suggested list of duties is as follows:

1. Prayer Chairman
 - a. To coordinate, schedule and publicize the weekly prayer meetings.
 - b. To prepare and present the specific prayer requests for the outreaches of the MIG and the persons contacted.
2. Transportation Chairman
 - a. To schedule, publicize and coordinate transportation for the MIG outreaches.
 - b. To keep accurate record of the expenses incurred by car or bus drivers.
3. Program Chairman
 - a. To coordinate the program for the MIG outreach services and to secure the participants.
 - b. To submit program plans and schedule for approval from the MIG officers.
4. Food Chairman
 - a. To plan the menu for the MIG outreach dinners and other activities and to secure the food needed.
 - b. To plan for the preparation and serving of the food.
 - c. To keep accurate records of expenditures and submit the record to the secretary-treasurer for payment.
5. Publicity Chairman
 - a. To prepare and distribute invitational tickets to the Servicemen's Center.
 - b. To prepare posters and other promotional materials as designated by the MIG officers.

WORLD MISSIONS MINISTRY INTEREST GROUP GUIDELINES

Name

The name of this group shall be the World Missions Ministry Interest Group (MIG).

Membership

The membership of this MIG is made up of the MIG leader, coordinators and those students at large who designate their desire of interest in the activities of this MIG, and the Faculty Advisor.

Officers

The officers shall consist of the Faculty Advisor, the MIG leader, and any appointed leaders within the MIG.

Purpose

The purpose of this MIG is to keep the Student Body informed and involved through prayer, projects and giving with Home and Foreign Missions. This MIG will thus be involved in prayer, projects, information, financial planning for missions, corresponding with missionaries, and arranging for the designated Chapels with missionary emphasis, and planning the summer internship program.

Finances

All finances for the operation of this MIG shall be obtained from the W.O.M. monies and shall be distributed as directed by the Finance Committee.

- a. Who shall receive financial assistance from World Missions MIG funds:
 1. Assembly of God foreign and home missionaries.
 2. Alumni of NC if working with Assemblies of God missionaries.
 3. Under special conditions listed below, evangelical groups who are cooperating with Assemblies of God.
 - a. Background of their work must be known. (The district office may provide this information.)
 - b. They shall not be given preference over Assemblies of God needs.
- b. Source of requests for financial assistance:
 1. Letters to students during the year.
 2. Letters to the faculty.
 3. Letters arriving at the College during the summer and vacation months.
 4. Visiting speakers.
 5. Personal contact with missionaries by students, with a letter stating the need and request.
 6. District Office.

Qualifications of MIG leader and coordinators

1. MIG leader:

The World Missions MIG leader must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been in residence for at least one year.

World Missions Ministry Interest Group Guidelines

2. MIG Coordinators:

All coordinators must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been in residence for at least one quarter.

Appointment of MIG leader and Coordinators

1. The World Missions MIG leader shall be appointed by the World Outreach Ministries Council, the MIG Advisor, and the newly elected W.O.M. Executive officers in May of each school year. If a vacancy occurs during the school year, a new appointment shall be made.
2. All coordinators shall be appointed by the World Missions MIG leader and Advisor and ratified by the W.O.M. Council. If a vacancy occurs during the school year, a new appointment shall be made. A coordinator may be removed from his position at the recommendation of the MIG leader and Advisor as ratified by the W.O.M. Council.

Term of Office

1. The World Missions MIG leader shall serve for a period of one school year.
2. The coordinators shall serve for a period of one school year.

Duties

1. Duties of the MIG leader:
 - a. To preside over all MIG meetings.
 - b. To call meetings of the MIG.
 - c. To represent the MIG to the W.O.M. Council.
 - d. To appoint, with the Faculty Advisor, the necessary coordinators to execute the activities of the MIG.
 - e. To promote and coordinate all World Missions MIG activities.
These activities include:
 - (1). To prepare a weekly prayer request sheet for the classrooms and prayer cells.
 - (2). To present an annual Missionary Food Fair.
 - (3). To prepare (monthly) missions news bulletins for the Student Body.
 - f. To plan the World Missions MIG Chapels.
 - (1). At the very beginning of the school year, write a form letter to be sent to all Northwest, Southern Idaho, Oregon and Montana district missionaries. This will serve as an introduction to the World Missions program at NC; and as an invitation to send requests, both for prayer and for financial assistance, describing their need in detail.
 - (2). Contact the Northwest District Office as to the missionaries who will be home on furlough during the school year.
 - (3). All World Missions MIG Chapels are to be coordinated with the W.O.M. Vice Chairman and/or A.S.B. Chapel Committee.
 - g. To submit a budget to the W.O.M. Council.
 - h. To keep and submit required reports.
 - i. To serve as a member of the W.O.M. Chapel Committee and the Finance Committee.
 - j. To serve as chairman of the Summer Internship Committee.

World Missions Ministry Interest Group Guidelines

2. Duties of MIG Co-ordinators
 - a. To assist the MIG leader as requested.
 - b. To coordinate and promote the activities of his area.

World Missions MIG Chapels

1. The World Missions MIG will be given approximately 5 Chapels per quarter. Three of these will be W.O.M. Chapels and 2 will be requested from the Faculty Spiritual Life Committee.
2. The World Missions MIG Chapels designated from W.O.M. Chapels shall be planned and conducted in cooperation with the Student Chapel Committee.
3. Policies regarding Missionary speakers:
 - a. Speakers invited by the World Missions MIG are to receive a maximum honorarium of \$20.
 - b. Those speakers who come to the World Missions Chapels uninvited are not guaranteed an offering.

Missionary Emphasis Week

The World Missions MIG shall cooperate with the Administration in the plans and promotion of the annual Missionary Emphasis Week activities.

Meetings

1. The officers shall meet once a week on a designated day.
2. Meetings shall be called as deemed necessary by the MIG leader in cooperation with the Faculty Advisor and the appropriate coordinators.

Exhibit G

WORLD OUTREACH MINISTRIES COUNCIL

Ministry Interest Group Quarterly Report

MIG LEADERS: Please complete this report and return to the Office of the Dean of Students before the end of the quarter. It is to be signed by both you and your advisor.

1. Ministries:

Ministries and services of MIG	No. of participants	No. Saved	No. rec'd Holy Spirit	No. of people contacted

Have you developed any new ministries or areas of service this quarter? If so, what are they?

2. Leadership within your MIG:

3. Training Sessions:

Sessions held:	Emphasis	Attendance

4. Chapels:

	Participants	Emphasis

Ministry Interest Group Quarterly Report
Page Two

5. Finances:

<u>Expenditures</u>		<u>Income</u>	
Item	Amount	Source	Amount
Total		Total	

6. What weaknesses did you note within your MIG this quarter?

7. What are the apparent strengths of your MIG's quarter work?

Date

MIG leader

MIG Advisor

PUBLIC RELATIONS

TEAMS

GUIDELINES

PUBLIC RELATIONS TEAM GUIDELINES

Definition

A Public Relations Team is a formal music group consisting of at least two and not more than six members, which sings together regularly and travels in representation of the college at its request. (It may function as a gospel team as well.) The ministries of the Public Relations teams are coordinated by the Public Relations Office.

Goals:

The goals of each Public Relation team should be too:

- a. Minister unto Christ.
- b. Minister unto men: to win the lost and edify the believer.
- c. Represent Northwest College in its student recruitment and public relations program.
- d. Provide necessary training and experience in all aspects of gospel team activity.

How to Organize

1. The students themselves should take the initiative in forming their own teams. Team personnel should be chosen so that there will be no conflict of interest with any of the traveling choirs of the College and if possible should not hold membership in a choir.
2. The team shall consist of musicians, speaker and other qualified personnel who would be capable of participating in or conducting a gospel service.
 - a. All musicians and music must be approved by the music coach. Before a team can ask for approval it must have a minimum of three songs memorized.
 - b. The song leader must be approved by the head of the music department.
 - c. The speaker must have received at least a "C" in homiletics class. If one has not taken the class, but desires to be a speaker, he must preach a sermon before the homiletics professor at a time of his choosing. If approved, he may then travel as a speaker.
3. Inasmuch as it is unlikely that teams with both men and women on them will be selected for summer tour activity, it is best that team personnel be chosen accordingly.
4. A group in which non-students participate will not be recognized as a Public Relations team (except in special husband-wife situations.)
5. The team leader shall get a "Public Relations Team Application" form from the Public Relations Representative, fill it out, and return it to him with all necessary endorsements. It must, in turn, be approved by the Dean of Students.
6. Each member of the team must maintain at least a 1.95 accumulative G.P.A. and an acceptable citizenship record to be eligible for Public Relations team activity.
7. Each team must have a car available for Public Relations team use. Such an automobile must fulfill the minimal requirements of the State of Washington for public liability and property damage. The car, insurance and driver must be approved by the Public Relations Representative.

Public Relations Teams Guidelines

8. Public Relations team members must attend all training sessions conducted throughout the year.

Assignment Procedure:

1. The Team leader will receive an assignment form in his box from the Public Relations Representative, which will give the date, time, place, etc., of the assignment.
2. Before each assignment the team leader will receive:
 - a. An assignment report blank. This is to be filled in and returned the day following the assignment. All facts and figures of the service(s) are to be placed hereon.
 - b. A mileage report blank. The car driver is to record his mileage on this sheet and return it the day following the assignment. A place for actual speedometer readings is provided which will eliminate approximations. The car driver will receive 5¢ per mile from the Christian Service Department and will be reimbursed immediately. Charges at toll-roads and bridges will also be paid.
 - c. A "Pastor's Observation Report" blank. This is to be given to the pastor at the assignment along with a post-paid, business reply envelope. Encourage him to mail it in at his earliest convenience.
3. All monies received on any assignments are to be returned to the College.
4. Northwest College literature will be given each group and is to be displayed on assignments when possible. A brief word about the school should be given concerning both spiritual and academic opportunities and "what Northwest College means to you and has done for you."
5. The teams shall not travel more than 100 miles one-way on assignments when they have to return to the college the same night.
6. The teams must comply with the "In hours" as outlined in the student handbook, unless by special permission. In NO case will the "In hour" be later than 1:00 a.m. (See Student Handbook, page 19.)

Dress

1. The Public Relations team members should be dressed conservatively and modestly. If this principle is followed, they will be dressed properly for team assignments. (See Student Handbook, "Dress," pp. 26-27.)
2. It is not necessary that the team members all be dressed alike; however, some uniformity is desired.
3. All dress must be approved by the Dean of Women and Dean of Students before a team can travel. (It is suggested that before outfits are bought, they be "laid aside" at the store, and one of them be brought to the respective Dean for approval.)

Policy for Public Relations Teams and Gospel Teams

For Assignments other than School Assignments

On occasion it seems to be in the best interest of a team and the college if the two parties are released from the financial contract. The assignment then may be considered as their won and, therefore, they assume all financial responsibility. The following conditions are guidelines to this exception in the arrangement.

1. The service(s) should have been initiated by an independent organization and not the team.
2. The team leader should submit a request to the PR office for a release from the financial contract.
3. The assignment must not be of PR value to the College.
4. The assignment must not conflict with other team or school assignments.
5. The assignment must not conflict with the stated policies of the College.

Exhibit H

PUBLIC RELATIONS' TEAM
APPLICATION

Date _____

Name of Gospel Team _____

Names of Team Personnel:

- | | |
|----------|----------------------|
| 1. _____ | 5. Pianst _____ |
| 2. _____ | 6. Song Leader _____ |
| 3. _____ | 7. Speaker _____ |
| 4. _____ | |

Endorsements Needed For:

- | | |
|---|---|
| 1. Music _____
(Music Professor) | 3. Speaker _____
(Homiletics Prof.) |
| 2. Song Leader _____
(Music Professor) | 4. Team _____
(Christian Serv. Dir.) |

Is a car available for gospel team use? _____

Name of operator of car _____

Make _____ Year _____

License No. _____ State _____

Is the car insured? _____ Name of Insurance Company _____

Is property damage carried _____ How much? _____

Is public liability insurance carried? _____ How much? _____

Exhibit I

Note: This report
is to be returned to the
Public Relations the
day following the
assignment.

NORTHWEST COLLEGE

Public Relations Department

ASSIGNMENT REPORT

Church _____ Date of Assignment _____

Address _____ Phone _____

Pastor _____ Team Leader _____

Services attended: _____ Sunday School _____ A.M. _____ P.M. _____ Other _____

Members Present

1. _____ Number saved _____ Received the

2. _____ Baptism in the Holy Spirit _____.

3. _____ Remuneration for assignment \$ _____.

4. _____ Traveling Expense \$ _____. Comments

5. _____

6. _____

Approximate Attendance: _____ A.M. _____ P.M. Other _____

Exhibit J

PUBLIC RELATION DEPARTMENT

ASSIGNMENT CAR DRIVERS REPORT

Name of driver _____

Date of assignment _____

Place of assignment _____

Number of passengers other than driver _____

Did you receive an offering? _____ If so, how much? _____

Mileage at finish of trip _____

Mileage at beginning of trip _____

Actual trip mileage _____

Signature _____

Endorsed by Public Relations Representative

(Signature) Date _____

PUBLIC RELATION DEPARTMENT - Exhibit J

ASSIGNMENT CAR DRIVERS REPORT

Name of driver _____

Date of assignment _____

Place of assignment _____

Number of passengers other than driver _____

Did you receive an offering? _____ If so, how much? _____

Mileage at finish of trip _____

Mileage at beginning of trip _____

Actual trip mileage _____

Signature _____

Endorsed by Public Relations Representative

(Signature) Date _____

Exhibit K

PUBLIC RELATIONS DEPARTMENT

PASTOR'S OBSERVATION REPORT

Dear Pastor:

We trust this team will bring much spiritual blessing to your church. This report is designed to assist us to be of help to the students by properly evaluating their ministry in Christian service. Your cooperation will be greatly appreciated.

CHURCH _____ DATE OF ASSIGNMENT _____

Name of team or team leader _____ Number of students _____

1. Name: _____
2. Posture: Slouching _____ Lean on pulpit _____ Fair _____ Good _____
3. Clothing: Neat _____ Untidy _____
4. Attitude: Cold _____ Artificial _____ Friendly _____ Sincere _____
5. Evidence of preparation: Poor _____ Fair _____ Good _____
6. Message: Too brief _____ Too lengthy _____ Difficult to follow _____ Beyond his depth _____
Not enough food for thought _____ Fair _____ Very good _____
7. Ease on platform: Relaxed _____ Rigid _____ Fair _____ Good _____
8. Spiritual tone: Evidence of the anointing _____ Excellent _____ Fair _____ None _____
9. Use of English: Poor _____ Fair _____ Good _____
10. Delivery: Conversational _____ Oratorical _____ Monotonous _____ Loud _____ Weak _____

SONG LEADER: General comments

1. Name: _____
2. Clothing: Neat _____ Untidy _____
3. Gestures: Appropriate _____ Grotesque _____ Reserved _____ Poor _____
4. Preparation of songs: Poor _____ Fair _____ Good _____
5. Use of English: Poor _____ Fair _____ Good _____
6. Spiritual tone: Excellent _____ Fair _____ Poor _____
7. Did he/she lift the meeting during the song service? Yes _____ No _____

MUSIC SPECIALS: General Comments

1. How many? _____ Too many? Yes _____ No _____
2. Clothing of singers: Neat _____ Untidy _____
3. Quality of music: Poor _____ Fair _____ Excellent _____ Cold _____ Uplifting _____

To the pastor:

1. Were you satisfied with the over all performance of this group? Yes _____ No _____
2. Would you be willing to have this group again at some later date? Yes _____ No _____
3. Would you recommend this group to a fellow pastor? Yes _____ No _____
Undecided _____

Signed _____
Pastor

Note of thanks:

Those that are involved in the Christian Service Department are very appreciative to you for having this team and for taking the time out from your busy schedule to complete this report. We say "a hearty thanks."

SCHOOL BUS

GUIDELINES

GUIDELINES
FOR
USE OF SCHOOL BUS

1. The students have the responsibility of purchasing the bus.
2. The College is responsible for the operation and maintenance of the bus. (This includes gas, oil, tires, license, insurance, and general maintenance.)
3. The vehicle will be titled under the college name.
4. The drivers of the vehicle must qualify under A or B provisions.
 - A. Be College employees.
 - B. Have submitted a driver application (formal) to the Business Manager and qualify under the college insurance policy. This includes the following:
 - 1) have a 3.0 G.P.A.
 - 2) having completed a driver training course or a school bus driving course.
 - 3) have a valid driver's license.
 - 4) have an acceptable driving record.
5. The vehicle will be assigned on the basis of the following principles.
 - A. First priority - groups that are official representatives of the College.
 - 1) Ladies Ensemble
 - 2) Basketball team
 - 3) Choir
 - 4) P. R. Teams
 - B. Second priority - groups that are on approved College activities.
 - 1) WOM activities
 - 2) class activities
 - C. The size of the group and its ability to use the bus most effectively will also be a consideration.
 - D. The request for use must be submitted and approved by the request for (Form B) and we will issue to each driver an instruction sheet on the use of the vehicle.
7. Upon the completion of each assignment the driver will return the key, credit card and fill out a report (Form C) for the trip.

Exhibit L

Form A

Bus Driver Application

Name _____ Age _____
How long have you driven _____ Drivers license No. _____
Is license now valid _____ What is your G.P.A. _____
Have you had Driver's or School Bus training? _____
Have you been cited for traffic violation? _____
If so, when? _____ Why? _____
Have you been involved in an accident? _____ If so, when? _____
Were you declared at fault? _____

I approve the above applicant for driving the bus.

Signature of Business Manager

Date

NORTHWEST COLLEGE
BUS REQUEST AND REPORT FORM

Form B - Request For Use. Request for use of the Bus is not official until Form B is properly filled in and filed with the Business Manager.

- | | |
|---|---|
| 1. Time Leave _____ | 8. Bus Identification # _____ |
| 2. Time Return _____ | 9. Date of Application _____ |
| 3. Destination _____ | 10. Date(s) Needed _____ |
| 4. Intermediate stops: _____

_____ | 11. Name of Group _____ |
| | 12. Name of approved Driver _____
_____ |
| 5. Number in Group _____ | 13. Signature of Administrator or Advisor _____ |
| 6. Credit Cards issued: _____

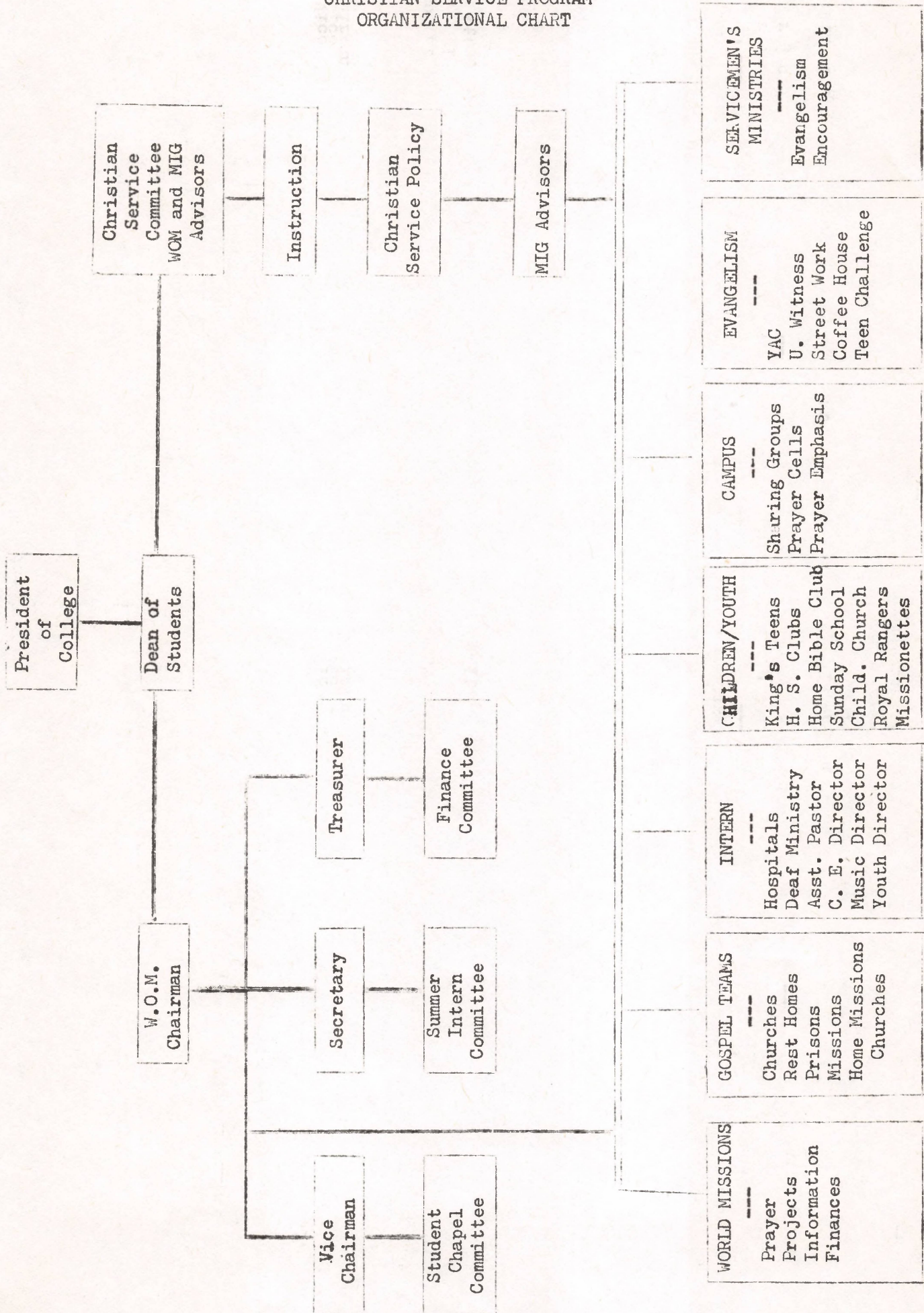
_____ | 14. Signature of Applicant if other than #13. _____ |
| | 15. Signature of Business Manager _____
_____ |
| 7. Key Number _____ | |

Form C - Trip Report. Trip report form should accompany the bus and be completed upon return and turned into the Business Office. It is important that accurate records be kept on mileage to assure proper charges to departments.

Date Departed _____	Bus Identification # _____
Date Returned _____	Name of Group _____
Number of Credit Cards _____	Speedometer reading: Return _____ Beginning _____ Miles Driven _____
Did the vehicle function properly? _____	
Report any servicing required on the trip _____	
List any expenditures not covered by gas tickets - attach paid invoices. _____ _____	
Report Completed by _____	

NORTHWEST COLLEGE
CHRISTIAN SERVICE PROGRAM
ORGANIZATIONAL CHART

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NORTHWEST COLLEGE
CHRISTIAN SERVICE PROGRAM
LEADERSHIP ROSTER

CHRISTIAN SERVICE COMMITTEE

Mr. Rozell - Chairman
Miss Williams
Mr. Fee
Mr. Pope
Mr. Turner
Mr. Pecota
Mr. Tanneberg
Mrs. Pincosy
Mrs. Flisram
Mr. Southard

PUBLIC RELATIONS TEAMSMr. Tanneberg

Student Leader

Advisor

WORLD OUTREACH MINISTRIES

WOM Executive	Mr. Rozell
Chairman	Doug Shaw
Vice-Chairman.....	Warren Erickson
Secretary	Linda Pray
Treasurer	Ann Selstad

MINISTRY INTEREST GROUP LEADERS

Children & Youth MIG	Rosemary Swank.....	Miss Williams
Campus MIG	Margaret Rueck.....	Mrs. Flisram
	Fred Anderson.....	Mr. Southard
Intern MIG	Steve Hamilton.....	Mr. Fee
Servicemen's MIG.....	John Barnes	Mr. Pope
Evangelism MIG	Don Smith	Mr. Turner
World Missions MIG	Dan Cook	Mr. Pecota
Gospel Team MIG	David Hinshaw	Mr. Tanneberg

