

The logo consists of the word "MOSAIC" in a white, sans-serif font, centered within a solid orange rectangular background.

MOSAIC

**Supported Staff Resident and Intern Policy Manual**  
Fall 2016

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Much of this policy manual was gathered from other sources including Cru and a variety of web sites offering internships.

## I. Introduction

From the beginning, Mosaic has intentionally purposed to add staff via the support raising process and to enfold them overtime in a systematic way; and this strategy has worked with great success. In churches like Mosaic, where our primary ministry is expressed in an economically challenged community, additions to our staff apart from this proven process has placed undo strain on our finances. Yet, the ministry opportunities continue to expand, as do our needs for help.

Many of these needs can be met through a more concentrated effort at leadership development and through the enlisting and equipping of available volunteers. Yet, there is little doubt that the additional of vocational staff in a growing church is inevitable.

### A. Philosophy

The purpose of Mosaic's Supported Staff Resident and Intern program is to engage and equip qualified, passionate individuals for multi-ethnic local church ministry. It is an opportunity for these to observe, to seek understanding and to serve within the dynamic of a multi-ethnic local church through which they gain hands-on, real-time experience in a dynamic ministry environment. This experience serves to mature the candidate for future leadership and, hopefully, to encourage him or her to pursue the vision of multi-ethnic, cross-cultural ministry; whether in a local church, on the mission field or via a secular career.

### B. Desired Goals

1. *VISION* - Awaken and/or mature a sense of mission regarding the Biblical case for the multi-ethnic church; a mission that not only calls one's own local church to unity and diversity, but urges others to plant, revitalize or transform local churches to catalyze the movement.
2. *SPIRITUAL FORMATION* - Foster spiritual maturity in the heart of the candidate and assist in refining their Christ-centered identity.
3. *GIFTS AND TALENTS* - Surface and refine various abilities, talents and gifts as well as perspectives, principles and practices appropriate for a wide-variety of ministries.
4. *TRAINING* - Expose the candidate to a wide-range of ministry opportunities that will challenge their faith and strengthen cross-cultural competency.
5. *SERVICE* - Deploy the candidate into specific roles in ministry fitted to Mosaic's present needs as well as the candidate's passion and gifting.

### C. Mosaic's Role

1. To assign a ministry coach to teach, model, guide and evaluate the candidate throughout the process.
2. To meet regularly with the candidate for such purposes as mentioned above.
3. To help the candidate integrate both theoretical and practical aspects of ministry.

4. To assist the candidate in evaluating and determining future ministry direction.

#### **D. The Candidate's Role**

1. Primarily, the candidate has the role of learner and servant. He or she will be a qualified guest in our ministry and any task that is asked of them or brought to their attention should be embraced as an act of service.
2. The candidate will be a part or extension of the existing goals and purposes of Mosaic.
3. The candidate must be a self-starter who is willing to initiate activities or conversations with others different than themselves.
4. The candidate must always remember this important rule: *"Be flexible."*

#### **E. Conditions & Expectations**

1. Any candidate must be approved and formally invited by the Church Management Team (see below) to be involved in the work.
2. A single candidate is not allowed to date other interns or residents while working on the field.
3. The candidate will be expected to attend and be involved in staff meetings, functions church services and other related ministry activities while on staff.
4. Overall, he or she is expected to be an example of Christ.
5. For the sake of healthy attitudes and physical health any candidate will be encouraged to and expected to set aside some time for personal study and rest each week.
6. The candidate is expected to agree to all financial policies as well as church policies.
7. The agreement for the supported staff residents and interns can be terminated prematurely if the actions of the candidate are deemed harmful to the overall purpose of the ministry.
8. There is no long-term commitment explicitly promised to the candidate. It is expected that interns would serve no longer than six months and residency is for a period of up to one year however, it can be extended at the discretion of the Church Management Team (CMT).

## II. The Evaluation Process

The Candidate will undergo a thorough interview process including an application, interview, reference and criminal background check.

### **A. Application and Evaluation**

1. The candidate will apply through a defined application process (see application at the end of this packet).
2. The candidate will be interviewed and evaluated by members of Mosaic's Church Management Team.
3. The Church Management Team will make recommendations to the elders regarding the offer of an internship/residency to any candidate.
4. The candidate will be informed of the decision and if approved, given instruction regarding next steps.
5. The candidate will begin work at a time determined in conjunction with their assigned ministry coach and once all the pre-qualifying financial conditions have been met.
6. The candidate will undergo formal reviews at regular intervals starting at the end of their third month.
7. An exit evaluation/interview will be scheduled for the candidate one month prior to the completion of the term of service.

### **B. The Church Management Team (CMT)**

This team is responsible for the overall management of the local church movement of Mosaic. As such, the team's objective in this regard is to prescreen, evaluate and interview potential candidates of the highest caliber from both within Mosaic and from around the country.

Recommendations from the CMT to the elders will not be made unless there is unanimous consent among the team that the candidate is a viable and fully qualified to join staff.

### **C. Requirements of Supported Staff Resident and Intern Candidates**

1. Education: High School graduates or above
2. Commitment: 3, 6, 9 or 12 month defined commitment
3. Financial Support: The Intern will be responsible for 100% of the financial support needed for their term of service per the Mosaic support raising guidelines specified below.

### III. Financial Support Policies

- The Supported Staff Resident or Intern will receive no financial support from the church.
- The candidate will pursue support outside of the church, with exceptions being made upon request with Mosaic's XP (family members, etc.)
- The church reserves the right to assess a 10% administrative fee from all contributions received. At present, this 10% administrative fee is being waived (2016).
- The candidate will not begin work officially until 75% of the targeted goal has been secured and the first month gross salary (including the 10% assessment) is received.
- The candidate may begin reimbursing approved expenses related to support raising or moving expenses monthly provided that enough support has come into cover the requested amount and that proper reimbursement procedures are followed. See Appendix.

The final support-raising goal will be assessed as follows ...

- One-time start-up needs (computer, office needs, etc.)
- Monthly gross salary required to meet the need (net after taxes) commensurate with season of life, education and experience.
- Health insurance (if needed).

If the candidate is a current member of Mosaic, the candidate's list will be approved/managed by the CMT and cross-checked with the Missions Team for conflicts. If applicable, a letter will be sent in advance of support letter by Missions team to validate the Supported Staff goals and alert and explain the coming letter regarding support.

Under extenuating circumstances, the CMT reserves the right to alter or modify the policies on a case-by-case basis at their discretion.

#### **Monthly Support Electronic Transfer**

Partners who give via monthly support transfer online do not receive a receipt for each gift given through this method. Rather, they will receive one receipt with a total for the year after they give their last gift in December. However, they will be able to view and manage their giving data online at any time.

## Prayer Letters

One of the best ways to cultivate your relationship with your ministry partners is by sending a monthly prayer letter. Mosaic recommends you develop the habit of sending a prayer letter to your support team. Remember that lack of communication with your partners or even potential partners can thwart your support-raising efforts. We recommend that you begin to include people on your prayer letter distribution list as soon as you have completed an appointment with them to present your ministry needs. Keep in mind that your prayer letter is written to your supporters. It's fine to send this letter to those who are considering joining you, but remember who your audience is. We discourage using a website as the primary means to distribute your prayer letter to your supporters.

## Milestones in the Support Raising Process

There are some significant milestones that you will encounter as you transition from your current job to Mosaic. There can be unforeseen consequences to your decisions and we strongly recommend that you discuss these following events you're your ministry coach, XP, and the CMT before proceeding with any of the following:

- You start receiving a salary from Mosaic.
- You quit your current job or reduce your work hours
- You make a house-hunting and placement interview trip to Little Rock
- You move to Little Rock

## Solid Monthly Support and Special Needs

Solid support is the amount per month that a ministry partner has demonstrated to be faithful in providing over several months. For a new partner, it is their monthly committed amount after you have received their first gift. For those who have been supporting you for some time, it is important to notice their giving pattern. For example, if a person says they are going to support you for \$100 a month, but their giving pattern shows that they usually send you \$50 every other month, you can only count that person at \$25 a month. Call them first to resolve what their commitment is to you on your financial support and then, if necessary, adjust the amount reported on your weekly report.

Lump sum gifts (annual, semi-annual, and quarterly) from supporters are counted towards your monthly solid support by dividing the amount by 12 months. This only applies **if** the donor has indicated he will repeat the gift or when this gift has been repeated a second time. Otherwise, **do not** count this gift towards monthly support. Solid support is based on track record—not just on commitment.

**Special needs** figures for new candidates are best estimated by considering the following:

- Minimum buffer amount of \$1,000 per family member in your account. A married couple without children needs to have \$3,000 in their account, and a single person needs \$2,000.
- Moving expenses: Typically \$3,000 is allotted until the New Staff clarifies their intent of how they will move near the end of the support raising process.

- Other one-time financial needs you will have from now until a year after you report.
- Our goal at Mosaic is to see you report with healthy monthly support. Once you get here, the responsibilities of your new job and all that goes with moving to a new place will consume a great deal of your time. We don't want you to have to worry about support issues immediately.

### **When to Quit Work**

Set a target date to quit your job and begin full-time support raising within 6 months of your approval to being raising support.

- Talk with your ministry coach about a budget before you quit your job. Be sure your family will be provided for on the partial salary allowed by your support team.
- Project when you will have this amount coming into your account and the date you will quit your job. Factor in benefits charge, social security, and the 10% assessment. The Internship/Residency Team can help you verify that your calculations are correct.
- Monitor your progress as you approach your target date for quitting work.
- **Do not** supplement your income with credit cards and go into debt!

Quitting your job does not usually dramatically increase your productivity in dollars per month, but it does dramatically increase your time to do support raising and to be with your family.

Seek counsel from your ministry coach before you make your decision to quit work. We want to help you think through what full-time support raising really means to you and your family and help you decide at what percent you can feasibly do this.

Finally, adjusting from a regular eight-hour day to full-time support raising can be stressful. Schedule each day and develop routines.

### **What to do When You're Out of Names**

You need to seek the Lord in your support raising—ask that He would bless you with His resources. Try these ideas when you're out of referrals:

- Be persistent and thorough in asking for referrals.
- Ask existing supporters to interact with their church membership as well as other organizations they are affiliated with for possible referrals.
- Make use of the Small Dinner Strategy with your current supporters.
- Brainstorm again for possible contacts.

## Financial Support and Donation Processing

Donors can make their donations via credit card for recurring or one-time gifts. This is arranged through the link on our website: [www.mosaicchurch.net/give](http://www.mosaicchurch.net/give). There is a small, but not insignificant processing fee associated with every gift, so if possible, encourage your donors to utilize their own online banking services to minimize service fees if possible.

## Relocating to Little Rock

As you approach the completion of your initial support raising you may wish to move to Little Rock before completing your support. **Moving to Little Rock early is not recommended.** We want only the best for you and we are concerned for you in this decision as well as in everything that relates to your transition to Little Rock. Give some thought to these reasons:

- The celebration of arriving with your support complete is lost when you move here early. It is anti-climactic.
- You cut off the spiritual and emotional support of friends and your church when you still need it.
- Your church may want to have a sending service for you upon completion of your support raising.
- Moving may initially be an encouragement to your supporters as they see you leaving for Little Rock. However, your prayer letters from Little Rock will convey to them that you are here, but are not finished with the process and not serving at Mosaic.
- Although the staff will be pleased to see you here, they may ask questions about why you are here if you are not finished. Answering these questions and the ensuing discussions could be discouraging.
- You will be in Little Rock, but not working at Mosaic, and you won't feel particularly connected to Mosaic.
- You lose the ability to have one-on-one appointments with people.
- You are not allowed to raise support from people living in Little Rock until two years after you report, and you just left your support base.
- You bring the difficulties you faced with support raising at your home base to Little Rock and add to it the emotional strain of finding housing, leaving friends, moving, and loneliness.
- Moving will interrupt your support raising momentum.
- If you are unable to finish your support within three weeks of arriving and getting settled, you may need to return to the home base to complete the support.

Believe us when we say that you need to stay at your home base and work on support raising where you have the support of friends, family, and work associates. Experience shows that moving to Little Rock and not reporting is hard on the family and therefore your ministry. Moving to Little Rock does not speed up your support raising—it slows the process down. **View the pressure from a landlord, supporters at church, and family issues at home as motivating factors to finish your support. Your job is to complete your support.** Moving to Little Rock is a motivation that should drive you to complete it.

There are a few extenuating circumstances under which New Supported Staff have moved to Little Rock early with the blessing of Mosaic. However, in these situations, you will be expected to return to the support base back home to finish initial support. We expect you to contact and discuss your plans for moving to Little Rock with the XP and ministry coach.

### **Personal Gifts**

You are allowed up to \$600 per adult and \$300 per child each year for personal gifts from a non-family member. These are gifts given directly to you and not sent through Mosaic's donation processing. Family members may give you an unlimited number of gifts.

#### IV. What We Teach – Mosaic Doctrinal Statement

1. We believe in one God who eternally exists in three Persons, Father, Son and Holy Spirit.
2. We believe in the Father, maker of all that is seen and unseen. We believe He providentially upholds and governs the universe according to His good purposes.
3. We believe in His only Son, Jesus Christ, born of the mystical union of the Holy Spirit and the virgin, Mary. We believe He existed bodily on this earth, fully God and fully man. We believe He was crucified for our sins, He died and was buried; He rose from the dead and ascended into heaven. We believe in His personal and future return to the earth; He will someday judge the living and the dead. We believe there is no other name under heaven by which men and women can be saved.
4. We believe in the Holy Spirit, who empowers and encourages all who believe for daily Christian living. He indwells believers, convicts concerning sin and illumines the Scriptures.
5. We believe in the Old and New Testaments, the inspired word of God, without error in the original writings.
6. We believe salvation (eternal life) is a free gift offered to mankind via the grace of God; that the dead will be resurrected bodily and the believer raised to eternal life.
7. We believe that the passion of Christ is for all people of the world to be saved.
8. We believe that the prayer of Jesus Christ (John 17:20-23) declares unity among believers (i.e., the church) to be the most effective means of declaring the reality of God's love for all people to the world and the most effective presentation of the fact that Jesus Christ is Messiah, the Prince of Peace, to those who do not yet believe.
9. We believe the pattern of the New Testament local church reflects this unity and that in these churches, people of varying ethnicity and economic means pursued God together as one.
10. We believe that the kingdom of heaven is not segregated along ethnic and economic lines. We believe that local churches on earth should not be either.

*Scriptural references available upon request*

# Mosaic Supported Staff Intern or Residency Application

PREFERRED START DATE: \_\_\_\_\_ TERM OF COMMITMENT: \_\_\_\_\_ RESIDENCY or INTERN (circle one)

## A. Personal Information:

Full Name: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Birth-Date: \_\_\_\_\_ Age: \_\_\_\_\_ Shirt Size: XS S M L XL XXL  
Marital Status: \_\_\_\_\_ If married, how long? \_\_\_\_\_

## B. Family Background: (Complete only if between the ages of 18 and 23).

Name of Father or Guardian: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Has he accepted Christ? YES NO  
Name of Mother or Guardian: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Has she accepted Christ? YES NO  
Are your parents supportive of you coming to Mosaic Church? YES\_\_\_ NO\_\_\_  
If no, why? \_\_\_\_\_

## C. Medical Background:

How would you describe your health?

EXCELLENT GOOD FAIR POOR (Circle One)

List any allergies you have. \_\_\_\_\_

List any physical limitations you have. \_\_\_\_\_

Have you ever used illegal drugs? YES NO

If yes, date of last use? \_\_\_\_\_

Tobacco Use: (check one)

\_\_\_Never

\_\_\_Infrequent Date of last use: \_\_\_\_\_

\_\_\_Frequent Date of last use: \_\_\_\_\_

Alcoholic Beverage: (check one)

\_\_\_Never

\_\_\_Infrequent Date of last use: \_\_\_\_\_

\_\_\_Frequent Date of last use: \_\_\_\_\_

**D. Employment Background:**

Are you currently employed? YES NO

Present Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Former Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Dates Worked: \_\_\_\_\_

**E. Financial Background:**

Are you willing to raise support to pay for your ministry role at Mosaic? YES NO

Do you own your own vehicle? YES NO

Do you have auto insurance? YES NO

List any debts you currently owe, including amount for each.

\_\_\_\_\_  
\_\_\_\_\_

Will all your debts be paid by the start of your internship? YES NO

If no, how will you make payments during your tenure as supported staff at Mosaic?

\_\_\_\_\_

**F. Church Background:**

Name of Home Church: \_\_\_\_\_

Denomination: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Senior Pastor: \_\_\_\_\_

How long have you attended this church? \_\_\_\_\_

List the ministries you are currently involved with. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you a member of this church? YES NO

Briefly describe the circumstances surrounding your acceptance of Christ?

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**G. References:** Choose a pastor, a teacher, and a Christian friend.

**Reference #1**

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Reference #2**

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Reference #3**

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone            Number:            \_\_\_\_\_

**H. Personal Opinions, Goals and Evaluation (Please answer to the best of your ability.)**

1. What are some of your ministerial gifts and interests? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Describe your leadership style. \_\_\_\_\_

\_\_\_\_\_

3. What, in your opinion, makes a ministry effective? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Do you believe God is calling you to a supported staff role at Mosaic? If so, how has He confirmed it?

\_\_\_\_\_

\_\_\_\_\_

5. How did you hear about Mosaic Church? \_\_\_\_\_

\_\_\_\_\_

6. If accepted are you willing to make a one-year commitment? YES NO

7. List some goals and dreams that you have for the next year. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. What do you plan to do after your commitment is completed at Mosaic?

\_\_\_\_\_

\_\_\_\_\_

9. On a scale of 1-10, 10 being the best, please evaluate your personal strengths and weaknesses.

\_\_\_\_ Relating to new people

\_\_\_\_ Conversations with stranger

\_\_\_\_ Problem solving

\_\_\_\_ Sense of humor

\_\_\_\_ Ability to submit to leadership

\_\_\_\_ Encouragement

\_\_\_\_ Establishing new relationships

\_\_\_\_ Maintaining friendships

\_\_\_\_ Listening

\_\_\_\_ Resolving Conflict

\_\_\_\_ Ability to finish what is started

\_\_\_\_ Being an example

**I. Affirmation of Doctrinal Convictions**

(Check the appropriate space and provide additional information if applicable.)

- 1. I have carefully read "What We Teach" (section IV) and affirm without reservation that I am in total agreement with the Elders of Mosaic Church of Central Arkansas.

**YES                      NO**  
**(If no, please answer either question 2 or 3.)**

- 2. I have carefully read "What We Teach" but have reservations about the following areas because I have not yet had the time or opportunity to study them fully for myself.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

- 3. I have carefully read "What We Teach" and after careful study of the subjects still have strong reservations about the following areas:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date