

## **NEW CHURCH COORDINATOR PACKET CONTENTS**

1. Church Coordinator Responsibilities
  2. Volunteer Policy
  3. IFI Contact Information
  4. Bible verses, books, and on line resources for Church Coordinators **3 pages**
  5. Volunteer and student testimonies
  6. IFI Resources and Publications for volunteers
  7. Important information to find out from your church
  8. Volunteer Application Form (white) **4 pages**
  9. New Volunteer Training Schedule (off white) **SAMPLE**
  10. English Conversation Partner Follow-up Instructions and 3-month follow up form **2 pages**
  11. Activity Report Form
  12. Quarterly Recruitment Plan Form **SAMPLE**
- Separate document:**
13. IFI Volunteer Sign up Form for table at Church (copy on front and back of page)

### **Separate Document:**

Info Sheet—Volunteer Descriptions Originals:

- Airport Pickup (copy front and back on blue)
- Bible Study Leader/Helper (copy front and back on red)
- Children's Ministry (copy front and back on purple)
- Culinary Missionary-Small Groups (copy front and back on Pink)
- English Conversation (copy front and back on yellow)
- ESL TA/Teacher (copy front and back on gray)
- Friendship Partner (copy front and back on dark purple)
- Holiday Hosting (copy front and back on Orange)
- Mom's Helpers and Children's Helper IMG (copy front and back on lime green)
- Office Volunteer (copy front and back on green)
- Professional Mentoring (copy front and back on cream)
- Temporary Housing (copy front and back on canary)
- Trip Volunteer (copy front and back on Orange) golden rod)

### **Other resources available on Church Coordinators site:**

1. bulletin inserts that are updated quarterly
2. flyers
3. slides
4. bulletin blurbs

### **Other resources that you would get from the Director of recruitment for:**

1. The Passport bulletin insert and response form
2. Tri-fold Brochure —Touching the Nations
3. Promotional videos- 2 min., 5 min, & 11 min.
4. Video(s) of volunteer testimony
5. Video(s) of student testimony

# International Friendships, Inc. Church Coordinator (CC) Responsibilities

## Church Coordinator Role

The Church Coordinator (formerly Local Church Representative) will work with IFI staff and other volunteers at their church to facilitate their congregations' participation in the ministry of International Friendships. The Church Coordinator (CC) will **(with the help of an IFI Church-Based Ministry Team)** facilitate the partnership between IFI and their church by praying for, recruiting, screening, and mobilizing those laborers that **God has called** to love and serve international students. In addition the CC will act as a liaison with Missions Pastor and/or Committee, oversee the follow up of current volunteers and the coordination of IFI trainings and events at their church.

## Opportunity

International Friendships (IFI) has contact with hundreds of students from many different countries and religious backgrounds. Most are eager for friendship with Americans. Many are open to learning more about the Bible and the Christian life. The vision of IFI is:

*To serve and partner with internationals to know Christ and make him known among the nations.*

Our hope is that many students will experience the love of Christ and develop a trusting relationship with a Christian as volunteers from local area churches are mobilized to serve internationals in practical ways. Through tangible acts of kindness from and unconditional friendships with IFI's volunteers, we hope and pray internationals will choose to study the Bible. A Bible Study **specifically designed for international students** coming from various religious and cultural backgrounds is offered.

It is our hope that many volunteers will continue to develop a deep and lasting friendship with their new international friend(s) as we believe the most effective ministry happens in the context of loving relationships.

## Responsibilities

- ◆ Commit to spending 10-15 hours a year doing CC activities
- ◆ Attend meetings (2-3/year) of all church representatives around Columbus
- ◆ Recruit a team from your church to help with recruitment/promotions, follow up, prayer, development, and special events.
- ◆ Build awareness of IFI within your church throughout the year (work with missions committee, pastor, evangelism committees, etc.)
- ◆ Facilitate the mobilization of folks from your church to attend the annual IFI fellowship dinner in the Spring.
- ◆ Promote IFI activities where volunteers are needed (especially temporary housing, airport, and potlucks/picnics, fundraising activities, and welcome events in September).
- ◆ Pray for and actively approach individuals and families who would be appropriate for involvement with IFI.
- ◆ Seek individuals with specific skills or for specific needs (ex. Retirees, home school families.)
- ◆ Contact with current volunteers in your church at least once a quarter (phone and/or email). Confirm their contact information is the same as what is on the IFI report(s) and that they still want to have the same involvement with IFI.
- ◆ Follow up call with matched conversation partners 3 times.
- ◆ Follow up meeting with volunteers at least once a year.

## **Church Coordinator (CC) Responsibilities (continued)**

**IFI Resources (Please refer to the electronic manual for forms that will be completed by you. Every quarter a new list of promotional inserts, flyers, etc is put on the Church Coordinators web site as well. See link below.)**

- ◆ Printed materials such as: Bulletin inserts, information sheets, blurbs, flyers, brochures are available on the church coordinators page of the web site:  
<http://www.ifipartners.org/church-coordinators.php>
- ◆ Box of materials for a display table: flags, int'l Bibles, and decorations.
- ◆ Display board, table posters, and banner
- ◆ Promotional Videos (2-minute & 5-minute)
- ◆ Video library of student testimonies
- ◆ International students who can come and share testimonies
- ◆ Staff to give presentations and man booths
- ◆ Volunteer staff people at the IFI office
- ◆ List of volunteers from your church
- ◆ Photos of IFI events

## **International Friendships Volunteer Policy Revised: June 17, 2011**

In order to best serve both the students and the volunteers, it is important that all staff and representatives present consistent communication to potential volunteers. Following are our expectations as an organization.

### **Entry Process for Volunteers**

Each new volunteer must complete an application form which includes a pastoral reference, do a background check, and participate in the New Volunteer Training Session. Once the application form and the background check are approved and training is completed, the volunteer may freely participate in various activities.

**Exceptions to the volunteer entry process above:** The following is a list of exceptions that may be made for certain volunteer situations.

- Occasionally, special circumstances may arise where a recommendation from a pastor, IFI Church Coordinator, IFI staff member, or IFI Campus Team Member may allow us to waive the training requirement. This may be determined by the Director of Volunteer Coordination or Director of Volunteer Recruitment.
- If the volunteer's only activity is bringing food or if they are serving with a small group behind the scenes at a potluck, picnic, or other event they may postpone the application, background check, and training unless they plan to continue relating to student(s) they have met.
- Exceptions to the background check requirement may be made if this person is going to volunteer but not interact with students. This applies to activities such as helping in the office, at a volunteer-only event, and those listed in the second exception above.

### **Requirements for Participation with IFI (Unless one of the exceptions listed above apply):**

1. Completed new volunteer application form, signed agreement with IFI's Statement of Faith, and acknowledgement of reading this Volunteer Policy.
2. Reference from pastor/small group leader.
3. Completion of an IFI background check- Those wishing to have students in their home for a meal or house them overnight must also have their spouses undergo the background check. If the results of the background check show something of concern a Volunteer Recruitment Committee will convene and evaluate each situation on a case by case basis also taking into account responses on the application form and from references.
4. Participation in General Training Session- Issues related to befriending and sharing faith with someone from a different culture will be covered as well as basic IFI vision and expectation.
5. Evidence of personal relationship with Jesus- The volunteer must demonstrate faith in and followership of Jesus consistent with Biblical teaching and be able to communicate a statement of their faith.
6. Active in a Biblical local church- Because living in Christian community is essential to a healthy spiritual life, volunteers must maintain involvement in the local church for fellowship, accountability, and Biblical teaching.
7. Biblical Lifestyle- Because our single goal is to assist internationals to know Jesus and experience Christian love, volunteers must exhibit a life style consistent with Biblical teaching including maturity, emotional stability, healthy relationships, and a stable living situation.
8. Teachable Spirit- Working with other cultures requires that the volunteer take the role of a learner have a willingness to understand and accept cultural differences and to learn how to effectively and sensitively share their faith cross-culturally.

\*\*Because volunteers will represent IFI to the students, IFI reserves the right to make decisions regarding approval of volunteers.

## **INTERNATIONAL FRIENDSHIPS STAFF CONTACT INFORMATION**

### **Executive Director**

Campus Ministry Director

Rich Mendola

(614) 294-2434

[r.mendola@ifiusa.org](mailto:r.mendola@ifiusa.org)

(Contact him if you are interested in helping or visiting a Friday night Bible Study.)

### **Assistant Director of Campus Ministry**

Karen Oliver

(614) 294-2434

[k.oliver@ifiusa.org](mailto:k.oliver@ifiusa.org)

(Contact her if you want to donate furniture, help with garage sale shopping & delivery, or to assist with maintaining our building.)

### **Director of Volunteer Recruitment and Training**

Leila Gardner

(614) 294-2434

[recruit@ifipartners.org](mailto:recruit@ifipartners.org)

(Contact if you want to talk to others at your church about IFI ministry opportunities, helping with potlucks/picnics, or involving your small group.)

### **Director of Volunteer Coordination and Administration**

Nathan Wylder

(614) 294-2434

[volunteers@ifipartners.org](mailto:volunteers@ifipartners.org)

(He will check the references on your application. After you are approved as a volunteer he will coordinate you being matched with a student or volunteering in whatever area you indicated on your application. Contact him if you move, change phone numbers, or need to change the way in which you are volunteering.)

### **Director of Development**

Jason Pinschenat

(614) 294-2434

[development@ifipartners.org](mailto:development@ifipartners.org)

(He meets with churches and individual donors about IFI giving opportunities. He coordinates IFI Fellowship and Fundraising dinner and the Giving Through Living Programs.)

### **ESL Coordinator**

Russ Sermon

(614) 294-2434

[russ@ifiusa.org](mailto:russ@ifiusa.org)

### **International Mothers Group/Wives Ministry Coordinators**

Gwen Shellhaas- [jgshell@juno.com](mailto:jgshell@juno.com) or 878-6189 (**Moms**)

Rebecca Sermon- [rebecca@ifiusa.org](mailto:rebecca@ifiusa.org) (**Wives**)

### **International Friendships (IFI) Office**

(614) 294-2434

195 Chittenden Avenue

Columbus, OH 43201

Hours: 10-4 Tues-Friday

**Website for Volunteers:** [www.ifipartners.org](http://www.ifipartners.org)

**Website for Students:** [www.ifiusa.org](http://www.ifiusa.org)

rev. 10/11

Hello Laborers:

I wanted to pass on some information about the Biblical Basis for International Student ministry from Rich. This information is useful to you as you tell others about God's plan for international students and how He wants His people to be a part of it. Please contact Rich Mendola directly at: mendola.2@osu.edu should you have any further questions. I am making copies of some of the verses and then laminating them. They will be used to put out on the IFI display table. Let me know if you want to use these signs at a table at your church.

Also, attached and below is a list of publications available in our library about showing hospitality. You may want to read some of them or refer them to other volunteers at your church or potential volunteers. The "essential key" to international student ministry is "showing hospitality to the stranger". Lastly, I have included a list of web sites that contain information about cultural differences and hospitality. I hope these resources are helpful. Let me know if you other resources and/or information that you want me to share with the group.

The Lord bless you in your ministry. Rich Mendola mentioned at our last meeting that as Church and Ministry Representatives you are like Barnabas who went after Paul. As you well know God used Paul to reach out and preach the gospel to those beyond his culture. In the same way you are trusting God to reveal to you volunteers who will reach out to international students from various cultural backgrounds.

Blessings,  
Leila Gardner

## **Biblical Basis for Reaching out (Showing Hospitality) to "the stranger "**

(Prepared by Rich Mendola 4/06)

Please note that the NIV uses the word "alien", but NASB uses the word "stranger."

### **I. God sends the nations to His people**

(e.g. I Kings 8, 10, Ruth, Psalm 87, Isaiah 61:1-4, Acts 2, 8, 9, 10, 16) "I will record Rahab and Babylon among those who acknowledge me--Philistia too, and Tyre, along with Cush and will say, 'This one was born in Zion.'" [5] Indeed, of Zion it will be said, 'This one and that one were born in her, and the Most High himself will establish her.' [6] The Lord will write in the register of the peoples: 'This one was born in Zion.' Selah" (Psalm 87:4-6 (NIV))

II. Internationals play a prominent role in redemptive history: Abraham, Moses, Ruth, Daniel, Nehemiah, Magi, Jesus, and Paul.

### **III. God has special instructions concerning how to treat internationals (Leviticus 19:33, Deuteronomy 10:17-19, Deuteronomy 31: 10-12, Hebrews 13:2)**

"When an alien lives with you in your land, do not mistreat him." (Leviticus 19:33) "For the Lord your God is God of gods and Lord of lords, the great God, mighty and awesome, who shows no partiality and accepts no bribes. [18] He defends the cause of the fatherless and the widow, and loves the alien, giving him food and clothing. [19] And you are to love those who are aliens, for you yourselves were aliens in Egypt." (Deut. 10:17-19) "Do not forget to entertain strangers, for by so doing some people have entertained angels without knowing it." (Hebrews 13:2)

### **IV. Five types of internationals are included in the Acts accounts:**

Refugees/Immigrants Trainees Business people, diplomats, International students

## **Helpful Publications about International Student Ministry and Hospitality in the IFI Library**

The following publications are free to take out of the IFI library. Please call before coming in at: 614-294-2434 to make sure there is someone there to assist you.

"The World at Your Door Reaching International Students in Your Home" by Dr. Tom Phillips and Bob Norsworthy

"A Christian View of Hospitality: Expecting Surprises" by Michele Hershberger

"Making Room, Recovering Hospitality as a Christian Tradition" by Christine D. Pohl  
04/06

## **Web sites with Resources about Cultural differences, teaching English, and Hospitality**

Christian:

<http://www.isionline.org/materialsforpurchase.htm>

<http://www.intersity.org/ism/articles.php>

Non-Christian:

<http://www.intercultural.org/>

<http://www.imi.american.edu/conf2006.htm>

04/06 8

## **SAMPLE TESTIMONIES BY STUDENT AND HOST TO USE IN YOUR BULLETIN TO ENCOURAGE PARTICIPATION**

“We just had our first experience with having a student in our home. I was a bit worried about all the “what if’s” that could happen. We were honored to have “V” stay with us. He is a very nice young man, and it was a joy to have him in our home. I feel a keen awareness of God’s presence, and His working in “V’s” life. I did have the honor of sharing with him what it mean’s to have a relationship with Jesus Christ. Our family hopes to continue to have an on going relationship with him, and he seems open to this.” - **host family for airport pickup/housing**

“My name is “Z” from Lithuania. I am a new student at OSU. I was lucky to find my host family through your organization. Unfortunately, I could not attend your meeting – picnic on Sunday, and to talk with you. But there is something very important that cannot be left unsaid. I want to thank you and your organization from the bottom of my heart, for helping me. My host family made me feel like I am really at .home. I was surrounded with love and attention during all the period of time I stayed with them, and even now when I moved to my own apartment. I think I found my true friends in this family. I want to tell you that with your organization’s support, my first days in America were much more easy and smooth.” – **student who stayed with a host family**

“I have arrived in Columbus with my companion very smoothly. Lisa picked us up in the airport and offered us every help she could. She is so nice that I have to express my sincere thanks to her, as well as the so great organization you are running. These organizations make things much easier for us newcomers.” – **student who was picked up at the airport by volunteer**

“When I got your message about picking up students from Korea, I almost did not call back because I am busy. I am so glad I did call back. From the time “S,” “M” and I finally met each other at the airport, we have been good friends. ... I am teaching them American phrases and humor. We laugh a lot. They call me “American mom.” They took my family to a Korean restaurant for my son’s anniversary, and celebrated a birthday at our home. ... We are together almost every weekend and have learned much from each other. Thank you for giving me the opportunity to make international friends. “- **Columbus volunteer**

“A Chinese family stayed with us a few years ago, and we are still friends. ... They asked me to help find a car and were pretty specific about what they wanted. ... I told “W” that I would look around and pray about it. Shortly, we found just what he wanted. “W” told me as we were test driving it that thought he though prayer helped! I taught “W” how to drive and he taught “X” his wife, who had to learn in a couple of weeks because she had gotten a job downtown. Unbelievably, she passed her test on the first. Try. God is good”. - **Columbus volunteer**

“The man who picked me up, Mr. R, can speak Chinese and knows a lot about Chinese culture. This made me feel very comfortable. Thank you very much for all your help on my arriving. It is a good memory in my life.” - **Chinese student**

“Our four nights and five days in the host family was the most wonderful experience in our trip in USA so far. “C” and “A” are the most helpful people we have ever met! They told us a lot of things too, novice to Ohio, with patience. We really appreciate them! Give my most appreciation to IFI! Great help! Great friendship!” - **Chinese students**

*There is a complete and up to date List of Resources on line at:*  
<http://www.ifipartners.org/resources.php>

### **RESOURCES-Web sites, publications, and books**

#### **IFI Publications:**

- The following publications are on the web site or you may request by calling or emailing.
- Interacting With Your International Friend(s) - free
- Airport Pickup Information Sheet - free
- Temporary Housing Information Sheet - free
- English Conversation Partner Information Sheet - free
- Culinary Missionary Information Sheet - free
- Thanksgiving Host Information Sheet - free
- Reaching the Nations God Has Brought Us (general ministry overview) - free

#### **IFI Library:**

We have a library of materials for your use in preparing Bible Studies, devotional time, missions, and cross cultural ministry as well as foreign language DVD (videos) such as the Jesus Film.

#### **RESOURCES ON THE INTERNET:**

##### **International Students, Inc.**

We are an affiliate of this national organization. They have many resources available for you to learn more about your student's country and religious background. Many resources are free and some are for a small charge. There is also information and booklets you can give to a student.

<http://www.isionline.org/resources.htm>

##### **Country Profiles**

China

Hong Kong

India

Indonesia

Japan

Malaysia

Pakistan

South Korea

Thailand

Taiwan

World Religion

##### **Religion Profiles:**

Animism

Buddhism

Hinduism

Islam

Judaism

Marxism

Secularism

Shinto

World Religions Overview

##### **Apologetics :**

How Can We Know the Bible is the Word of God?

Is Jesus the Only Way to God?

**Multilanguage Media:** <http://www.multilanguage.com> or PH# (717)-738-0582

They have Bibles, videos (DVD)'s, tapes (CD's), ESL Materials, and books available in various languages for you to use and for you to give to your student.

**Church Coordinators-- Information to gather about your church for IFI**  
**(Please Return to Leila)**

Information about your church that would be helpful for IFI to have:

- Do they have a missions or outreach budget?
- Do they accept requests for support?
- When should a group request support?
- What's their budget cycle?
- When do they make support decisions?
- Do they give to special needs throughout the year?
- Does your church have an annual Missions Fair or Ministry Fair? If so, when is it?
- Would your Pastor like to have Rich Mendola speak at your church on a Sunday morning or at a missions' conference about missions and/or international student ministry?

Information about your church that would be helpful for you to know as an IFI CC:

- Who would I contact at my church to put a blurb and/or insert in the church's bulletin?
- Who would I contact at my church to get a lobby table or to get an announcement in front of the congregation?
- Who would I contact to get the word out to small groups about IFI?
- Who would I contact at the church to reserve a room?
- Who would I speak with about a short term missions' opportunity with IFI?
- Who are the key IFI volunteers from my church? (You can request a report from Leila with this information.)
- Does my pastor know how many members of the church are active IFI volunteers? Does he want to know? What difference might it make if he knew?
- Does my church currently support IFI financially? Has my church ever supported IFI financially? (You can ask Jason to give you this information.)

# International Friendships Volunteer Application

195 Chittenden Ave, Columbus, OH 43221 614-294-2434 fax: 614-298-0434 email: [volunteers@ifipartners.org](mailto:volunteers@ifipartners.org)

Website: [www.ifipartners.org](http://www.ifipartners.org) (application also available online)

(Husbands and wives may fill out a joint application, including comments for each in answer to the questions)

Volunteer(s): \_\_\_\_\_ Sex: \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell phone:(-  
\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Birth Date/Year \_\_\_\_\_

May we contact you at work? Yes No If not, how can we reach you during the day? \_\_\_\_\_

Marital Status: M (Spouse name \_\_\_\_\_) / D / W / S Please list children and ages:

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Church you attend: \_\_\_\_\_

How did you hear about International Friendships?  
\_\_\_\_\_

Hobbies/interests: \_\_\_\_\_

Pets (how many, what type: \_\_\_\_\_

## Area of Volunteer Interest:

Please see attached sheet for descriptions

- Airport Pickup
- Bible Study Leader/Helper
- Building Maintenance & Improvement
- Children's Ministry
- English Conversation Partner
- ESL Teacher/Assistant
- Food for Potlucks & Picnics
- Friendship Partner
- Fund Raising Events
- Garage sale shopping
- Holiday Hosting - Thanksgiving
- Holiday Hosting - Christmas
- Housing - Short Term
- Housing - Long Term
- International Moms Group
- Office Volunteer - clerical
- Professional Mentoring Partner
- Public Relations
- Small Group Missions Opportunities
- Tour of Columbus
- Trip Ministry
- Other. Please explain.

Comment: \_\_\_\_\_

Do you have an interest in any particular culture or religion? \_\_\_\_\_

**Please Tell Us More About Yourself:** (please attach additional sheets)

1. How have you come to be interested in working with international students? What do you see as your primary goal in this ministry?
2. Please describe any involvement you have had with other cultures (travel outside USA, friendships, etc.)
3. Briefly describe how you became a Christian and your current walk with the Lord (attach additional sheets as needed):
4. Please describe your involvement in your church, including how long you have been a part of the church:
5. Please comment on any other ministry experience you have had, including any experience discipling others. What other ministries are you currently involved in, and how much time per week are you involved?
6. If you speak any other languages, please list: \_\_\_\_\_
7. Will transportation to campus and transportation of students who do not have cars be a problem for you? Yes No

**Training** (see enclosed sheet or website). Which date will you attend? \_\_\_\_\_

**References (required)**

Pastor / Small Group Leader (please circle) who knows you well spiritually:

Name: \_\_\_\_\_ **Daytime** Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Please list 2 other references (not family) who have known you for more than 3 years. Please list International Friendships staff or team members if applicable.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ **Daytime** Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ **Daytime** Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

I understand that as a volunteer of International Friendships (IFI), I am representing a Christian ministry and thus the Lord Jesus Christ, and I will seek to conduct myself in a manner consistent with a Biblical lifestyle. I am in agreement with the attached statement of faith and have read the Volunteer Policy. I give permission for IFI to contact the pastor of my church as a reference if needed. I understand that because volunteers will represent IFI to the students, IFI reserves the right to make decisions regarding placement.

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

## **INTERNATIONAL FRIENDSHIPS INC. STATEMENT OF FAITH**

1. We believe in the Scripture of the Old and New Testaments as inspired by God, and inerrant in the original writings, and that they are of supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, and born of the virgin Mary and is true God and true man.
4. We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also Spiritual death which is separation from God; and that all human beings are born with a sinful nature.
5. We believe that the Lord Jesus Christ died for our sins according to the Scripture, as a representative and substitutionary sacrifice; and that all that believe in Him are justified on the grounds of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
7. We believe in “that blessed hope,” the personal and imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
9. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

## **REQUIREMENTS FOR PARTICIPATION WITH IFI**

1. Completed new volunteer application form, signed agreement with IFI’s Statement of Faith, and acknowledgement of reading this Volunteer Policy.
2. Reference from pastor/small group leader.
3. Completion of an IFI background check- Those wishing to have students in their home for a meal or house them overnight must also have their spouses undergo the background check. If the results of the background check show something of concern a Volunteer Recruitment Committee will convene and evaluate each situation on a case by case basis also taking into account responses on the application form and from references.
4. Participation in General Training Session- Issues related to befriending and sharing faith with someone from a different culture will be covered as well as basic IFI vision and expectation.
5. Evidence of personal relationship with Jesus- The volunteer must demonstrate faith in and followership of Jesus consistent with Biblical teaching and be able to communicate a statement of their faith.
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7. Biblical Lifestyle- Because our single goal is to assist internationals to know Jesus and experience Christian love, volunteers must exhibit a life style consistent with Biblical teaching including maturity, emotional stability, healthy relationships, and a stable living situation.
8. Teachable Spirit- Working with other cultures requires that the volunteer take the role of a learner have a willingness to understand and accept cultural differences and to learn how to effectively and sensitively share their faith cross-culturally.

## VOLUNTEER OPPORTUNITIES

**Airport pickup:** Be the first welcoming face a newly-arriving international student sees when he/she arrives in Columbus. Transport them either to campus or a temporary home..

**Bible Study Leader/Helper:** Visit our Friday night Bible study and consider becoming involved in a small group, building friendships with international students and sharing your faith.

**Building Maintenance and move furniture:** Needs include cleaning, painting, and remodeling. Help is also needed to be on call to move furniture when donated or when students move.

**Children's Ministry:** We offer special programming for children nursery age and older during our Friday night Bible study. Volunteers are needed to assist with the children.

**English Conversation Partner:** Meet with one international student for 1 hour each week practicing conversation and building a friendship as well!

**ESL Teacher or Assistant:** Assist or teach at IFI's English as a Second Language classes on consecutive Saturdays during the school year. Assistants need not be experts in ESL - just willing helpers with a decent knowledge of English.

**Food for potlucks & picnics:** Make food for our quarterly picnics or potlucks. Sign up, and we will call you as needs arise. No training unless you plan to continue relating to students. In that case, we ask that you complete the application and training process.

**Friendship Partner:** Build a friendship through monthly activities with international student. They join your/your family's activities or plan a special outing together.

**Fundraising Events:** You can help with planning, set up/clean up, registration, publicity, and more. Training is not required to participate in fundraising events.

**Garage Sales:** This popular service is offered to students on one Saturday in early September. Drive students to designated garage sales, and help them select furnishings for their apartments.

**Holiday Hosting - Christmas:** Share the warmth of your Christmas table, and you may have an opportunity to share the Christmas story with an international student. Transportation to and from campus is usually needed.

**Holiday Hosting - Thanksgiving.:** Invite 1 or more students to join your Thanksgiving celebration and share your family's joy and Christian hospitality. You will be given names of students to contact. Transportation to and from OSU campus will be needed.

**Housing (Short Term or Long Term):** Welcome an international student into your home for 4 days upon their initial arrival to Columbus while they look for more permanent housing. Transportation to and from campus certain days is necessary. For long term, offer a room in your home to a student for a quarter or longer. You may offer this free of charge or ask for a rental payment.

**International Moms Groups (IMG):** Befriend an international mom at our morning group. Also help with children, Bible study, English conversation, or crafts.

**Office Volunteer - clerical:** Help is needed to answer phones, enter data into the computer, help with mailings, etc.

**Public Relations:** Help promote IFI needs at your church through bulletin inserts, display tables, or in small groups.

**Small Group Missions Opportunities:** Along with your small group, you can volunteer to host groups of students for meals, bring food and help with special events, and more.

**Tour of Columbus:** Help show new international students what makes Columbus special. Each fall IFI volunteers take new international students on a tour of the city and share a meal in host homes.

**Trip Ministry:** Travel as a member of the leadership team on one of our ministry trips. Help drive, share your life and faith with the students traveling with you - a short-term mission trip!

**Other:** Do you have a special skill or interest, or something you would be willing to help an international student with? Let us know!

**(SAMPLE)**  
**IFI VOLUNTEER TRAINING OPPORTUNITIES**  
**AUTUMN 2010**

The **New Volunteer General training** will give an overview of the ministry of International Friendships and teach the skills you'll need to relate to your international friend. Please choose one of the following dates. **Sign-up is required.** Sign up at: : [recruit@ifipartners.org](mailto:recruit@ifipartners.org) or call 294-2434. Manuals will be provided. **We ask for a donation to help pay for the administrative costs of the manual and the training.** If you have not already done so, **please submit a New Volunteer Application Form prior to the training date. You may complete the application on line at:**  
[http://ifipartners.org/volunteer\\_applications](http://ifipartners.org/volunteer_applications) .

**\*\*\*\*\*IT IS IMPORTANT FOR THE VOLUNTEER TO SIGN UP AHEAD OF TIME!! WE MAY NEED TO CONTACT THE INDIVIDUAL FOR CANCELLATION OF TRAINING OR TO CONFIRM THEIR ATTENDANCE AND NEED TO KNOW HOW MANY TRAINING MATERIALS TO PROVIDE. \*\*\*\*\***

OCTOBER:

**Thursday, Oct. 21<sup>st</sup> (GENERAL TRAINING WITH EMPHASIS ON English and Friend partner)**

7:00-9:00 p.m.

Meadow Park Church of God

2425 Bethel Rd, Columbus, 43220

(Next to Graeters Ice Cream)

NOVEMBER:

**Saturday, Nov. 13<sup>th</sup> (GENERAL TRAINING WITH EMPHASIS ON HOLIDAY HOSTING)**  
**9:30 am.- 12:00 p.m.**

Linworth Baptist Church

6200 Linworth Rd Worthington, 43085

DECEMBER:

**Saturday, Dec. 4<sup>th</sup> (GENERAL TRAINING WITH EMPHASIS ON HOLIDAY HOSTING)**  
**9:30 am.- 12:00 p.m.**

New Life Church of Gahanna

3690 Stygler Rd, Gahanna, 43230

**Saturday, Dec. 11<sup>th</sup> (GENERAL TRAINING)**

**10:00 am.- 12:00 p.m.**

Maize Road Baptist

4251 Maize Rd, Columbus, 43228

If you want to print and download a hard copy of the current training schedule it can be found on the coordinators web site at: <http://www.ifipartners.org/church-coordinators.php> .

New volunteers can view a list of current training dates & locations and complete a sign up form online at: [www.ifipartners.org/training.php](http://www.ifipartners.org/training.php) .

Dear Church Coordinator,

Thank you so much for your help with this ECP follow-up. Our English conversation partner program has been one of the most successful in building relationships with international students, very often leading them into a deeper understanding of Christianity. Only the Lord knows who will be in heaven because of these friendships!

The attached questions are guidelines. Please feel free to chat about other issues or ask other questions, but please respect the ECP's time. Some of the questions for Month Two might be applicable in Month Three and vice versa. I always enjoy hearing that the partnership is going well, but I especially want to know if there are problems, questions that we can answer, or help that we can give. We "require" only a three-month commitment, so when you make your final call, please find out if the ECP is going to continue with this student, or if they would like a new one - now or later (when?).

I know you will be in touch right away if there are difficulties or if the ECP needs resources. And by all means, if you have questions ~ the questions, if you think of different/better questions, or if you have other suggestions, we are always open to improving this program. If all is going well, please return this form to me at the end of the three-month period by email, snail mail, or (if it's a whole lot easier) leave me a phone message with all pertinent information. I greatly appreciate your labor for IFI and for the Lord!

Warmly,

Nathan Wylder  
Director of Volunteer Coordination  
International Friendships  
volunteers@ifipartner.org  
(614) 294-2434

# English Conversation and Friendship Partner Three Month Follow-Up Form

Volunteer's Name and Contact Info:

Date Volunteer was matched:

Name of Student:

## Month One:

1. Have you been able to make contact with your ECP?  
If not, find out why not. If they have only attempted once, encourage them to try again. Discourage folks from leaving phone messages for their ECP. If the student has not responded to email, I need to know.
2. Have you been able to meet with your ECP?  
If not, find out why not. Is there anything that IFI can do to help?
3. Do you feel that this will be a good match (common interests, student is agreeable to meeting regularly, etc.)?
4. Is there any help that IFI can give at this time? Any other thoughts or concerns?

## Month Two:

1. Have you been able to continue meeting with your friend? When was the last meeting?
2. How do you feel the relationship is going? Are you both enjoying your times together? Is there any help that IFI could give you?
3. (Note: Try to avoid "pressure" on this question! We want to wait for the Lord to open up the way.) Have you felt free to have any conversations about spiritual matters? Would you like any of IFI's resources? (Bibles, some tracts, Jesus video or DVD, pamphlets on major religions)
4. Are there any concerns, praises, or prayer requests that you would like to share?

## Month Three:

1. Are you still meeting with your friend? Do you plan on meeting for the long-term? If not, would you like another ECP?
2. How do you feel your relationship is going? Are there any difficulties we can help you with?
3. Is there anything that you feel IFI should have done differently in this match, or to prepare you for the English conversation partnership?
4. Is there anything new to report in the area of "spiritual matters"? Do you have any questions that need answered?
5. On the whole, how would you rate this experience? What could have been done to make it better?

## CHURCH PROMOTION/PRESENTATION ACTIVITY REPORT FORM

Please complete this form every time you do an activity or promotion. (Even if you don't need any help from IFI.) You only need to complete what applies to you. Please consider completing this form on the web site at: <http://www.ifipartners.org/church-promo-report.php>

REPRESENTATIVE NAME:

EMAIL ADDRESS:

PH#:

CHURCH NAME:

Date(s) of Presentation/promotion and or activity:

Type of activity (Check all that apply):

- Bulletin insert  Lobby Table  
 Promotion to small group  Video during service  
 Talk during service  Blurb in bulletin/newsletter  
 Missions/Ministry Fair  Email/call/meet current IFI volunteers  
 Plan a special event for volunteers from my church to do with IFI students  
 Talk to Missions Committee and or Pastor/Coordinator regarding:

- 
- Communication with prospective volunteer (in person, e-mail, phone call)  
 Presentation to small group about IFI (Please give details):

Prayer/praise request:

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Do you need materials or resources from IFI? (If yes, please check below):

- No, I will take care of it myself.
- Electronic copy of bulletin insert or blurb
- 2-minute Video
- 5-minute video
- Board and decorations for table
- Hard Copies of promotional materials for table
- IFI Staff to come and do presentation be at table. List the exact time period person is needed for: \_\_\_\_\_
- List of current IFI Volunteers at my church

**(SAMPLE)**  
**CHURCH RECRUITMENT PLAN FOR FALL 2010**

(Please return to Leila by **Nov. 1st** OR COMPLETE ONLINE)

NAME OF REPRESENTATIVE: \_\_\_\_\_

NAME OF CHURCH OR ORGANIZATION: \_\_\_\_\_

**RECRUITMENT GOAL(S): (Please check all that apply.)**

***Priorities this Quarter:***

\_\_\_\_\_ Individuals, families, and small groups to internationals for a Thanksgiving /or Christmas Meal.

\_\_\_\_\_ Individuals for English Conversation Partners (Weekly for an hour or biweekly for 2 hours)

\_\_\_\_\_ Individuals and Families for Friendship Partners. (Monthly for meal and/or activity).

\_\_\_\_\_ ESL Teachers and helpers for the ESL Classes. (Held for 5 weeks every quarter.)

\_\_\_\_\_ Small Groups for on-going:

Friday night Meals (Many small groups are needed weekly to prepare food dishes & serve a meal during the small group Bible Studies on Friday nights).

Host monthly Culture, Cuisine & Conversation gatherings and to befriend students.

To help with quarterly potlucks and special events, and Groups to

***Other Needs and prayer requests:***

\_\_\_\_\_ Christian Students at OSU who can be English Conversation Partners, Friendship Partners, and/or ESL Helpers.

\_\_\_\_\_ A Coordinator for our furniture and delivery ministry and storage space near OSU.

\_\_\_\_\_ Home-schoolers and retirees to be mobilized to serve internationals.

\_\_\_\_\_ Other: \_\_\_\_\_

***Current IFI Volunteers at your church:***

\_\_\_\_\_ Contact them by e-mail and/or phone at least once a quarter. (Recruit for quarterly priorities above).

\_\_\_\_\_ Recruit a team (IFI Church-Based Ministry Team) to help with IFI at your church (recruiter/promoter, training and events coordinator, prayer partner, Missions Committee/Pastor liaison, volunteer follow up person.)

*How do you plan to accomplish these goals:*

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

**PLEASE COMPLETE THE "CHURCH PROMOTION/ACTIVITY FORM" TO RECORD WHAT IS NEEDED TO ACCOMPLISH YOUR GOAL(S) AND WHEN YOU HAVE DONE A PROMOTION OR ACTIVITY. THANKS!!**

***This form is updated quarterly. A current copy can be completed on line at:***

***<http://www.ifipartners.org/church-coordinators.php> . Scroll to the bottom of the page.***