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Purpose of Outreach Week

Outreach Week is a five day ministry exposure program designed to inspire and mobilize our students to serve with local churches. We cancel classes and break up into small teams to work with churches in: evangelism outreach, children’s and youth outreach, college outreach, manual labor projects, sports outreach, music ministry, women’s ministry, ministry to the deaf and blind, ministry to the elderly, and ethnic outreach.

Outreach Week is...

• **Fellowship**
  We desire for our students to be impacted by your commitment to Christ and His Word as they spend time with ministry leaders and members from your church. We also want to be a source of encouragement to your tireless labors. We want you to know that TMC appreciates you and that your labor is not in vain.

• **Evangelism**
  We long to come along side your church and help fulfill the Great Commission through evangelism. We implore you to send our students out to a lost and dying world with the good news of Jesus Christ!

• **Service**
  We wish to cultivate servant hearts by making ourselves available for any service projects that you may have in your church and community.
Paperwork Completion Checklist

All of our forms are online at www.masters.edu/outreachweek. The checklist below is provided for your convenience to help guide you as you complete each of the steps in this handbook. Please make sure that you have checked off each step before you email or fax your completed paperwork to us. Please keep a copy of all paperwork for your files.

Please ☑ when completed
- Step #1: Registration Form
- Step #2: Logistics Form
- Step #3: Schedule Form

Time Line (Due Dates for Forms): It is a privilege to partner with you as you strive to have maximum impact for God’s kingdom and glory in your area. In order to successfully organize Outreach Week, it is extremely important that you return these forms on time. We are attempting to mobilize over 600 students into 40+ churches throughout Southern California. If we don’t receive these forms on time, our planning and preparation will be greatly hindered. Please work hard to adhere to the timeline. Thanks in advance for all your effort.

Step #1 Registration Form Due: June 29, 2013.
Step #2 Logistics Form Due: July 13, 2013.
Step #3 Schedule Form Due: Sept 3, 2013.

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The Master’s College
21726 Placerita Canyon Road
Santa Clarita, CA 91321
Outreach Week Registration Form Explanation

Contact Info: Please provide us with accurate contact information. We will be in contact with your ministry periodically to ensure a great week.

Types of Ministries Students Could Help With: Think about your organization. What ministries are you actively involved in? In which ministries would our students be most helpful? Try to select only those ministries that could really benefit from the team’s aid. **Evangelism opportunities are mandatory for all participating churches.**

Max Number of Students Church can Host: Please give us a maximum number of students your church can successfully host. A number of factors go into how many students are assigned to each Outreach Team. It is our desire to provide each church with the number of students specified. However, it is not guaranteed. On rare occasions we will need to exceed this number. However, if the need should arise, we will notify you in advance.

PASTOR’S LUNCH AND MINISTRY FAIR

**Thursday, August 22, 2013 (During Week of Welcome)**
11:00AM-2:00PM on The Master’s College campus, Santa Clarita, CA

Pastor’s Lunch and Ministry Fair Purpose:

Many TMC students are eager to serve in a church where they are able to make a helpful contribution. The interests and gifts of each student are as varied as the number of home towns our students come from; likewise, the contributions students can make in the local church are varied and multi-faceted.

It is our desire is to assist each student in finding the right church home while simultaneously helping to build up local churches through facilitating student involvement. While the college plays an important role in shaping these students, we believe the role the local church plays in the process of spiritual formation is irreplaceable. As a para-church organization, we firmly believe that our goal is to assist students in connecting with the church itself.

In an effort to accomplish this, we are again hosting a “Ministry Fair” during our Week of Welcome (WOW) with all of the new incoming freshman and transfer students. We have scheduled this event to correspond with a special Pastors’ Lunch, which will be held on **Thursday, August 22, 2013.** At the Pastor’s Lunch you will be able to introduce your ministry to our students. While you’re on campus, it only makes sense for us to help you make connections with as many students as possible. The Ministry Fair will be an informal time for students interested in finding a church home to interact with local pastors and church representatives. We’ll provide you with a small table and a few chairs and ask that you come ready to meet and talk with students (bring materials to display and/or distribute). We desire for you to help them discern whether your church would be the place the Lord would have them learn and serve.

Generally, students are involved in churches located within a 45 minute radius of Santa Clarita. However, some students choose to drive longer distances and usually stay the entire day, spending the time between services with a family in the church.

We frequently have students filter through our office asking the question, “What church can I be involved in...?” In order to help us give students more information about your church, we recommend that you bring the following information about your church to the Ministry Fair: a
doctrinal statement, a philosophy of ministry, a description of your church, directions, contact information, and/or a ministry opportunity sheet.

Outreach Week Logistics Forms Explanation

Housing

Several factors will determine how the team is housed, including team size, gender ratios, proximity of church members to the ministry, etc.... Consider the following four options:

1. **Host families from church membership**

   Host families provide an excellent way for team members to connect with the congregation.

2. **On the floor in the church facility**

   Sleeping at the church helps with the logistics of transportation and timing, but can provide a challenge when it comes to bathing and using the facility for other ministries.

3. **At another location provided by the church**

   Some churches don’t use host families or their church to house students. We ask that you consider the safety of the students and inform us as soon as possible if this is the case. We also ask that someone from your church stay with the students.

4. **TMC dormitories**

   If you are unable to provide housing for the team, the students can stay at the TMC dormitories. Please consider the proximity of TMC to your church and the ability of students to travel back and forth.

Upon completion of student registration for Outreach Week, the team leaders will inform you of the number of students signed up for your church. On average, teams experience a 5-10% attrition rate between sign-up and the actual Outreach Week. So realize that a few of the people signed up may have job conflicts or family situations that arise unexpectedly.

**Key questions to ask:**

- *How many homes will be needed to accommodate the students?*
- *Have appropriate considerations been given to the number of male and female students?*
- *Will the students have adequate transportation to and from host families?*
- *Will the host family be able to provide breakfast?*
- *What arrangements have been made for bathing?*
- *What bedding and linens (if any) will students need to provide?*
Food

The Master’s College can provide up to 11 meals with each team. Due to various activities and ministry situations, the team of students at your church may need less food. For instance, if students eat breakfast or dinner with host families or if you have a potluck dinner on a certain evening, this will reduce the number of meals needed. Generally, we ask that the host church try to provide at least one meal during the day, typically breakfast.

Key questions to ask:

• Does the church have adequate refrigeration/freezer space to hold the amount of food the team will be bringing?

• Does the church have adequate facilities/utensils for cooking?

• Does the schedule for certain days require that certain types of food be available (e.g. sandwiches and chips)?

Transportation

During the planning process, we have attempted to provide adequate transportation for each team member. We encourage students to drive safely and wear seat belts, but could also use your help in reminding them to take appropriate safety precautions. Depending on the neighborhood in which your church is situated, you may need to remind students not to leave valuables in their cars.

Please confirm with your student leaders that adequate transportation has been arranged. Also give consideration to transportation between ministry events and host families (if applicable).

Key questions to ask:

• Do we have enough vehicles to transport the team safely to the church?

• Will we have enough cars to transport team members to various planned functions during the time we will be at the church?

• Do the team leaders have both a map and directions from TMC to the church?

• Where will student cars be parked?
Ministry Preparation

You may be designing a ministry for your team which requires some advance preparation. For example, team members may need to prepare Bible lessons, a sermon, special music, crafts, etc. There may also be additional needs for certain materials or purchases in order to prepare for the ministry.

Please coordinate with your student team leaders, clarifying which materials the church will provide as well as ways in which students should prepare. Some funds are available to offset costs which students incur in preparation for Outreach Week trips; however, these funds are limited as they are divided among various teams. Students must also submit their requests for approval in advance. Generally, the college offsets the additional expense resulting from hosting a team of students, but we ask that the church provide funds for ministry related expenses.

Key questions to ask:

• What advance preparations should team members make for ministry during Outreach Week?
• What equipment is the team responsible for gathering in preparation for Outreach Week?
• What equipment/supplies will the church provide?

A NOTE REGARDING ORIENTATION:

We recommend that you prepare an orientation for the team ministering with your church. You may want to utilize this time to accomplish some or all the following:

• Introduction to the pastoral and support staff of the church, including their testimonies and how the Lord led them to minister in this setting.

• Explanation of the church’s mission, vision, and key ministries.

• Tour of the facility so students will know where the restrooms, kitchen, supply cabinet, etc. are located. This is also an excellent way of explaining any places in the church where students should not be, or any practices which are unacceptable in certain locations within the facility.

• Tour of the neighborhood with an explanation of various ethnic populations as well as protocol for interaction with the community. Explain what clothing or behavior might be offensive or provocative.

• An overview of scheduled activities and ministries for the week.

• Time spent in prayer dedicating Outreach Week to the Lord.
**Outreach Week Schedule Form Explanation**

Consider the ways that a team of college students might assist the ministries of your church. Also consider how you might expose the team to the community in which you minister and the various aspects of church life. See sample schedule for ideas. If you do not have a detailed schedule, simply provide a broad schedule.

**Note: The team is available to serve at your church from 12:00PM on Wednesday to 3:00PM on Sunday. Please allow and arrange time in the schedule for students to read, study, and do homework that is due after Outreach Week. Also, remember that evangelism is mandatory for all participating churches.**

**SAMPLE OUTREACH WEEK SCHEDULE**

1st EV Free of Guacamole Valley

<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1:00 pm</td>
<td>Team arrives at church&lt;br&gt;Orientation to the church and community</td>
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<tr>
<td></td>
<td>3:30 pm</td>
<td>Neighborhood evangelism and survey.</td>
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<tr>
<td></td>
<td>4:30 pm</td>
<td>BBQ dinner at the Smith’s</td>
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<tr>
<td></td>
<td>6:00 pm</td>
<td>Students assist with young adult bible study program</td>
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<tr>
<td>Thursday</td>
<td>8:00 am</td>
<td>Breakfast and devotions in the fellowship hall</td>
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<td></td>
<td>9:00 am</td>
<td>Study Time</td>
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<tr>
<td></td>
<td>10:30 am</td>
<td>Set up for feeding individuals experiencing homelessness</td>
</tr>
<tr>
<td></td>
<td>12:00 pm</td>
<td>Feed and share Gospel with individuals experiencing homelessness.</td>
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<tr>
<td></td>
<td>2:00 pm</td>
<td>Free Time</td>
</tr>
<tr>
<td></td>
<td>3:00 pm</td>
<td>Flyer distribution for evangelistic youth event on Friday night</td>
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<tr>
<td></td>
<td>5:00 pm</td>
<td>Dinner with host families&lt;br&gt;Spend evenings with families</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 am</td>
<td>Breakfast and devotions at church</td>
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<tr>
<td></td>
<td>10:00 am</td>
<td>Practice with worship team for Sunday service</td>
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<tr>
<td></td>
<td>11:00 am</td>
<td>Study Time</td>
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<tr>
<td></td>
<td>12:00 pm</td>
<td>Lunch at the church</td>
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<tr>
<td></td>
<td>1:00 pm</td>
<td>Community service outreach to local homes and businesses</td>
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<tr>
<td></td>
<td>5:00 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td></td>
<td>6:00 pm</td>
<td>Set up for evangelistic youth event</td>
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<tr>
<td></td>
<td>7:30 pm</td>
<td>Youth Event</td>
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<tr>
<td>Saturday</td>
<td>9:00 am</td>
<td>Meet for teaching on importance of local church involvement</td>
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<tr>
<td></td>
<td>10:00 am</td>
<td>Nursing home visitation</td>
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<tr>
<td></td>
<td>12:00 pm</td>
<td>Community Day – Basket Ball Tournament and Picnic (evangelism)</td>
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<tr>
<td></td>
<td>4:00 pm</td>
<td>Break</td>
</tr>
<tr>
<td></td>
<td>5:00 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td></td>
<td>6:00 pm</td>
<td>Follow-up with converts and those interested in coming to church</td>
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<tr>
<td>Sunday</td>
<td>9:00 am</td>
<td>Students teach high school Sunday School class</td>
</tr>
<tr>
<td></td>
<td>10:30 am</td>
<td>Students participate in service through scripture reading and worship</td>
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<tr>
<td></td>
<td>12:30 pm</td>
<td>Depart for The Master’s College</td>
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</tbody>
</table>