



Christian Medical Fellowship

 CMF
 ASSOCIATE



**1 day/week opportunities
with CMF**

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Introduction to CMF

WHY CMF?

The Christian Medical Fellowship is a network of doctors and nurses. We were formed in 1949 and currently have over 4,000 UK doctors and around 500 UK medical and nursing students as members.

MISSION:

To unite and equip Christian doctors and nurses to live and speak for Jesus Christ

AIMS:

- **Discipleship** – to unite Christian doctors and medical students and encourage them to deepen their faith, live like Christ and serve him obediently, particularly by being competent and with compassion in their medical practice
- **Evangelism** – to encourage Christian doctors and medical students to be witnesses for Christ amongst everyone they meet.
- **Mission** – to mobilise and support all Christian doctors, medical students and other healthcare students and professionals, in serving Christ throughout the world.
- **Values** – to promote Christian values in society, especially, but not limited to, the areas of bioethics and healthcare.

CALL TO ACTION:



CMF is not a building, an office, or a location. It is people, and we are here to invest in people to help them do the works that God has prepared for them to do (Ephesians 2:10).

What is an Associate?

Volunteering a day or two weekly for CMF ministry.

Current opportunities include:

Workplace evangelism – developing and promoting the Saline Solution course

Evangelism and apologetics – developing a course to train and equip CMF members to actively speak for Christ wherever they are

Mentoring – developing resources and training for Christian medical and nursing mentors across the UK

Public policy – heading up engagement in an area such as sexuality, end of life or beginning of life

Medico-politics – engaging with the BMA

Small groups – championing small groups, training leaders, linking members together

What is a Student Associate Staff Worker?

ASWs similarly donate a day to CMF for a minimum of two years.

You may work with either medical or nursing students in the places they live and work.

You might also take up a national project alongside this e.g. hosting our podcast, writing or speaking.

There is a significant training element to this role.

ASWs are expected to be part of the staff team at the National Conference and the Student Conference. There will be numerous opportunities to attend other conferences by prior agreement with your line manager, time permitting.

FAQs

- **Do I need to live in London to be an Associate?**

Associate roles can be performed in or near the place you live/work. You'll need to contact your line manager who will be based in the CMF office. As part of a departmental team it would be good to have touchpoints during the year for training and fellowship.

- **What if I can only give a year?**

Ideally a minimum commitment is two years. This role is highly relational and you might find that a year isn't long enough to establish these relationships. However, if you do only have a year we can discuss options.

- **Who would be my line manager?**

Line managers are CMF staff or, if present in your area, a Regional/Catalyst Team Leader. We will aim to link you with a local CMF member for support and input where needed.

- **Which team(s) am I part of?**

As an Associate you will join one of CMF's ministry teams. A member of the ministry team will line manage you, and you will be included in prayer, training and fellowship. You're also part of a wider 'team' of volunteers. If you are part of a Catalyst Team locally, then you have a local team as well!

Training

As an Associate you have access to our:

- **Volunteer Training Programme** – every other week on a Wednesday (page 8)
- **Termly volunteer away days**

Typically, we have one per term. We have done an overnight residential at L'Abri community in Hampshire, StrengthsFinder training and Christian Heritage Tours. People have found these days to be real highlights of the year and give more time to digest and discuss the things we are learning.

- **Training sessions** including writing, speaking, media, and debating

None of the above are compulsory but are opportunities you may wish to take.

The following pages outline the training programme. Please don't limit yourself to these possibilities. Most learning comes through proactively seeking out opportunities to grow e.g.

- **Study curriculum** – take advantage of the growing study materials online
- **Tracks** – engage on one of our more intensive tracks eg Speakers' Track, Global Track
- **One-to-one mentoring** – ensure you are 'disciplining up, down and across'
- **Writing and speaking** – as you get involved you will grow. This could lead to giving talks in various places and to various audiences
- **Alone** – as you study the word, pray, and read widely

Volunteer Training Programme

Join our Deep:ER Fellows for up to 20 sessions over the course of the year. These run from our London office where you can attend in person, or Zoom in. These happen every other Wednesday.

9am-1pm

- Staff prayers 10-10.30am
- Teaching session 10.30 -12.30pm
- Mentor meeting/office work 12.30-1pm
- Every month 1-2pm Theology Forum (not available via Skype)

(those not able to attend in person should try to video call from 10.00am-12noon)

Topics include:

- **Beginning of life**
- **End of life**
- **Suffering**
- **Sexuality**
- **When Christians disagree**
- **Managing Money**
- **Bible overview**
- **Is God a moral monster?**
- **Resource allocation**
- **Global health**
- **How to lead a Christian medical discussion**

Key dates for the year

* = Departmental Prayer Meeting/Guest Speaker

* = Theology forum

No.	Dates	Topic
01	9 September 2020	Volunteer intro day/StrengthsFinder
02	16 September 2020 **	How to study the Bible one-on-one
03	7 October 2020 *	Discipleship/Walking with God
04	21 October 2020 *	Global Medical Mission
-	23-25 October 2020	Juniors Conference
05	28 October 2020	Away day – Speakers groups
06	11 November 2020 *	Bible overview
07	25 November 2020 *	When Christians Disagree
08	09 December 2020	Beginning of life
09	13 January 2021 *	All day @CMF HQ–Writer’s training
-	17 - 24 Jan 2021	SYD I + Student Conference
10	10 February 2021 *	Is God a Moral Monster
11	24 February 2021 *	Money
12	8-10 March 2021	Away day – English L’Abri
13	17 March 2021 **	Growing through suffering
14	31 March 2021 *	Making decisions
15	14 April 2021 *	End of life
-	23-25 April 2021	National Conference
16	5 May 2021 *	Addictions
17	19 May 2021 *	Deep:ER fellows
18	2 June 2021 *	Deep:ER fellows
19	16 June 2021	Away day
20	30 June	Mind Body Split and Celebration

Joining the team & expenses

We look forward to working together and trust that this handbook will be a helpful tool.

Office induction

If you live at a distance from London it would be helpful for you to visit the office to meet key members of staff. On arrival we will give you a tour of the office. There are many people who serve CMF and working together is key to the ministry. You will also benefit from the below.

For those who will be more office-based in your first week at CMF you should have an HR induction session addressing:

- Documents and forms
- Health and safety procedures
- Staff policies
- Email system
- Telephone system
- Photocopier code
- Swipecard access

First things first - within your first week at CMF:

- Contact three people who will commit to praying for you this year
- You will need to obtain a CMF email account. Please contact gwen.gowers@cmf.org.uk to get set up on the system as soon as possible after starting with CMF
- Ensure you have submitted all the items required under 'Team Support' on page 16
- Agree your role description with your line manager

Associates can claim expenses on the following:

- Travel to/from the CMF office
- Travel to/from a conference that you have agreed with your line manager in advance (please use the cheapest option).
- Lunch – up to £5 per day on the days you are in the CMF office or on a team day
- Conference fees – for conferences/training days that have been agreed in your year-plan.

For all expenses we need you to pay upfront and then claim back. You must keep all receipts and then fill in the appropriate claim forms. Money is paid into your bank account as soon as possible, usually within a week. If you have any questions, please ask Marolin. Whilst this may seem cumbersome, we need to ensure that income/expenditure is clear for accounting purposes.

Associate Staff Workers - DEVELOPMENT

While we will never be perfect, we like to think of training (or development) as consisting of Head, Heart and Hands.

Heart – in all of what follows we want to see you grow in your love for Jesus. Don't allow time for prayer and reflection to be squeezed out – the most important aspect of your time with us is to grow more and more like Jesus.

Head – you will need to have a grasp of key core topics to understand yourself and teach to others.

Hands – key skills you should look to develop during your time with us.

God uses acts of service to train you for future service. It is therefore wise to consider how God might be equipping you for future ministry, and plan to make the most of your time. Fail to prepare, prepare to fail!

What follows are ideas of what this looks like as well as when and where you can find this kind of formation/training during your time with us. Developing heart attitudes, head knowledge and practical skills means taking advantage of the numerous opportunities for growth during the year, so don't feel restricted by what you are about to read – think outside the box and take as many opportunities as you can!

What are your gifts?

There are core activities which are required of all Staff Workers (see below), but this will also be a time of personal growth, where you can develop your unique gifts and interests. Ephesians 4:11 talks about four key gifts in Christian ministry. They are not mutually exclusive, but you may find that one of these roles is most obviously your strength. It is often more a question of motivation than fully-fledged talent! It might be the thing that most moves you, excites you, or where you most come alive. Everyone needs to use their gifts in small faith steps in order to develop them; don't be discouraged if you don't feel totally prepared yet. It should be an encouragement that even the apostles got it wrong, and had to learn from their mistakes (read Acts 17, Galatians 2:11-14)! If you are not sure, ask a friend to tell you what they have observed of God's work in your life.

Apostles: pioneering work, planting and establishing new areas of ministry. Of course, you will not become a New Testament apostle with the authority of Paul and the other witnesses to Christ. But your work may have a strategic impact as you disciple key leaders and plant and nurture new growth in the kingdom. Do you love the thrill of the new? Are you an initiator with a vision? We could use dynamic visionaries who might get involved in:

- Pioneer/lead summer mission trips
- Organise a special study module in medical ethics from a Christian perspective
- Encourage the growth of a new student group, or re-invigorate one that has lapsed
- Establish a regional student event or conference

Prophets: in the New Testament this means those involved in ‘forth-telling’, speaking forth God’s truth into a particular historical situation, rather than merely ‘fore-telling’. This could mean speaking up for the voiceless; a public voice for those threatened by medical interventions such as euthanasia.

Do you have a passion to change society for the better? Keen to use your influence to persuade others? Maybe you are a modern day prophet!

Consider getting involved in:

- Campaigning on ethical issues, eg, supporting students involved with BMA/NMC politics
- Media training
- Organising debates with your medical or nursing schools

Evangelism: Are you disturbed and gripped by the urgent need to reach the lost with the gospel? Maybe you’re an evangelist in training!

Consider getting involved in:

- Confident Christianity, Saline Solution
- European Leadership Forum (apologetics conference)
- Organising a campus mission, dialogue dinners
- Summer team Bible addresses

Teacher-pastor: Do you love explaining the Bible? Do you enjoy seeing others grow in their faith that comes through one-to-one discipleship? Maybe you're a natural born teacher-pastor!

Consider getting involved in:

- One-to-one work with a key student leader
- A student reading scheme
- Taking your students away on a Summer Vision Trip or through the International Track
- Sharing resources and encouragement with ICMFDA/NCFI (linked sister movements abroad)

ASWs – Fellowships

There are twelve Fellowship options. Within these areas you will agree on a specific project. Some of these are listed below for illustrative purposes.

PROJECT	Timeline / details
International Leaders: SYD	September–March. You will organise the accommodation, programme, speakers and other activities; invite and select the students to attend the conference; help the selected students gain visas and flights; manage the budget for the conference
International Leaders: SYD2	April–November – as above
Communications: Podcasts	Developing student podcasts, travelling to interview key people on pre-agreed topics and uploading them onto website
Communications: Blog / social media	Developing and managing aspects of CMF students social media, developing our online presence
Training: Webinars	Developing use of webinars across CMF
Training: Online resources	Developing standardised resources online for individuals and groups; involvement in script, filming and publication
Global: Mission Planning Group	Being involved in the MPG including at least one overseas trip – planning and preparing resources, advertising, mission fayre etc. Taking a role such as helping package ethics talks or coordinate vision trips
Global: Global Track	Working with the Global department to administrate the Global Track
Global: Developing Health Course	Involvement in planning, administration and running of the event
Writing: Publications	Working with the Communications department doing commissioned writing, includes writing training and producing a set number of blogs/articles; contributing to books/periodicals
Writing: Nucleus	Writing and editing relevant publications in print and online Chair <i>Nucleus</i> Editorial Committee (three editions a year)
Advocacy	Working with the Public Policy department on various writing and speaking projects, advocating for vulnerable people in our society
Nurses	Working to help establish a movement of student nurses and midwives alongside our Nurses Student Staff Worker

ASWs - Team Support

We ask local medics and nurses to pray for you during your time with CMF. We also encourage them to give to CMF to specifically support you while you are with us.

We write to them when you start and encourage you to keep people updated through at least termly newsletters.

You can of course include friends/relatives on your email list!

The local financial support covers conference and training fees and travel expenses.

Prayer cards

- Please complete the prayer card template as emailed to you and send it, along with a photo you wish to use, to your line manager. We will give you 30 cards (more on request) to give to family and friends.

Newsletters

- We expect you to produce three newsletters throughout the year. Our work is sustained and nourished by prayer, which recognises our dependence on God. Our supporters will be keen for prayer fuel, and shouldn't be deprived of any encouragement that your work brings!

Please ask the IT manager to get you a password for Mailchimp and for assistance in setting up a template. There are guidance notes which include how to put in photos, how to import your contacts, etc.

ASWs - Specific

HEAD:

- Reading: follow the student **reading scheme**, ideally in fellowship with a group of your students, or junior doctors
- Attend at least one **international conference** such as ICMDA, European Leadership Forum on apologetics/science
- Attend a UK training conference, eg, UCCF Forum, Faraday Institute science and faith weekend, Zacharias Trust apologetics weekend

HEART:

- Find a **mentor** and write a **prayer letter**
- Write a personal reflection on what you are learning and where God is leading you in your time in ministry
- Take a retreat, for instance at L'Abri Christian Fellowship in Hampshire

HANDS:

- **Christian Persuaders, Speakers' Track, Writers' Training or Media Training** course
- Run meetings on the core issues: eg, abortion, sexuality, euthanasia, science vs faith, alternative medicine
- Write or supervise a student to **write for *Nucleus*; write a blog post/longer article; lead a Bible study and small group discussion**

LEADERSHIP:

- Lead on one of the core gospel-focussed training **day conferences**: Confident Christianity or Saline Solution. See one, do one, teach one!
- Consider leader-specific training, eg, Biblical Leadership for Nurses

DISCIPLESHIP:

- **Speak** at your local students' CMF group
- Run an SSM on medical ethics
- Mentor a student leader

EVANGELISM:

- Mission: lead a **short term trip**, or local **CU mission**, dialogue dinner
- Train as a **missions speaker**

ASW - sample role description

ROLE TITLE: Associate Staff Worker (Student ministries)

Reporting to: Head of Student Ministries

Working with:

1. Rest of student ministries team including student ministries coordinator, volunteers and staff.
2. In own region: local student links, National Student Committee members, medical school links, Catalyst Team leaders and other CMF links, as appropriate.

Location:

Time Commitments: 2-4 sessions (1-2 days) per week

Salary: There is no salary but reasonable travel expenses to and from home to CMF office as well as relevant conferences will be paid by prior arrangement.

ROLE PURPOSE

This is a volunteer post, working amongst medical students on campus to help them live and speak for Jesus in medicine.

KEY ACCOUNTABILITIES: Volunteer to CMF

- **Supporting the growth of CMF medical student groups in your region**
 - Encouraging group leaders, helping them to plan & organise events
 - Attending & speaking at student meetings
 - Mentoring & encouraging individuals within these groups, in particular potential leaders of the future and young Christians

- Organising, speaking at and attending other local, regional and national CMF activities as required
- Working with local Encouragers to develop a network of supportive graduates for each student group
- **Participation in student staff team activities**
 - The student staff team have termly training days, usually at the London office, which you would take part in as appropriate.
 - Other department business is usually coordinated through regular student staff meetings, which an ASW would join in person or through conference call.
- **Involvement in national CMF student events/communications**
 - Such as National Student conference, Student leaders' Conference, Confident Christianity/Answering Other Faiths evangelism training days and other events as appropriate. Either within your region or further afield. Help in organising, speaking and encouraging local students to attend, as appropriate
 - Writing, blogging and using social media to promote events and consider topics relevant to Christian nursing students
- **Supporting CMF's International ministry**
 - Promotion of overseas electives amongst students in your region and use of CMF elective resources.
 - Potential involvement in or leadership of CMF overseas vision trips or alternatives
- **Supporting medical student and graduate nursing ministry**
 - Where time and opportunities allow, involvement in regional student ministry as a whole, supporting nurses and medics working together where possible locally.
 - In the same way working with graduate nurses.
- **Networking with other organisations**
 - Developing relationships with local churches and the UCCF team, staff workers and CUs in your region.
 - Working with other organisations involved in student ministry as appropriate.

- **Other reasonable duties**

- As part of the student ministries team, from time to time an ASW may be asked to undertake other reasonable projects or duties by their supervisor or department head, in order to fulfil CMF's aims further amongst students.

KEY ACCOUNTABILITIES: CMF to volunteer

- Support and training for the above given as deemed necessary e.g. writing training, evangelism course training, feedback on talks, attending team training days. See separate training document.
- Quarterly meetings with mentor to appraise and evaluate progress with formal annual appraisal

QUALIFICATIONS, EXPERIENCE & SKILLS

- Medical qualification
- Verbal reasoning and numeric skills of a high order
- Good interpersonal and communication skills and ability to work effectively at all levels in a collaborative team environment, including business meetings, small groups and leading/speaking at larger meetings
- Proactive and resourceful
- Experience in local Christian ministry, for instance leading CU, Bible study groups or missions
- Good organisational and administrative skills
- Good IT skills, with experience using MS Office package

Notes

Next steps

What do you think about partnering together? God is in the process of building his church. Throughout his word we see him using ordinary people to do extraordinary things. It's not about our gifting or talent, but our willingness to be faithful, available and teachable.

Please contact us on volunteer@cmf.org.uk for more details.

'...you also, like living stones, are being built into a spiritual house to be a holy priesthood, offering spiritual sacrifices acceptable to God through Jesus Christ'

1 Peter 2:5



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