



Christian Medical Fellowship

Associate Staffworker

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What is an ASW?

Associate Staffworkers work with students in the region where you live and/or work. You will commit to a minimum 2 years giving one day a week to encourage and support local students. You may well be involved in a national initiative as well e.g. developing podcasts, writing, speaking etc.

As well as the responsibilities outlined in your role description, we want you to be able to access various training opportunities. This booklet seeks to outline some of these opportunities, but don't limit yourself to these – most learning comes through proactively seeking out opportunities to grow.

This booklet contains all the information you need to know as well as guidance for how you can grow in your gifts and expertise in your time with us. The opportunities listed are by no means exhaustive and are designed to allow you to choose & plan appropriately for you and your study/work commitments. You may want to add aims (or books) which are not listed below in the sections provided.

Sample role description

ROLE DESCRIPTION	
<p>Role Title: ASSOCIATE STAFF WORKER (STUDENT NURSES)</p> <p>Reporting to: Head of Nursing</p> <p>Working with:</p> <ul style="list-style-type: none"> i) Rest of student department team including student ministries coordinator, volunteers and staff. ii) In own region: local student links, National Student Committee members, medical school links, Catalyst Team leaders and other CMF links, as appropriate. <p>Location:</p> <p>Time Commitments: 2 -4 sessions (1 - 2 days) per week</p> <p>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.</p>	
ROLE PURPOSE	
<p>This is a volunteer post, working amongst nursing students on campus to help them live and speak for Jesus in nursing.</p>	
KEY ACCOUNTABILITIES: VOLUNTEER TO CMF	
<ul style="list-style-type: none"> • Supporting the growth of CMF nursing groups in your region <ul style="list-style-type: none"> ○ Encouraging group leaders, helping them to plan & organise events ○ Attending & speaking at student meetings ○ Mentoring and encouraging individuals within these groups, and 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 	
<ul style="list-style-type: none"> • Participation in student staff team activities <ul style="list-style-type: none"> ○ 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. 	
<ul style="list-style-type: none"> • Involvement in national CMF student events/communications <ul style="list-style-type: none"> ○ Such as National Student Conference, Student Leaders' Conference, Confident Christianity/Answering Other Faiths evangelism training days, and other events as appropriate, either within your own 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 	
<ul style="list-style-type: none"> • Supporting CMF's international ministry <ul style="list-style-type: none"> ○ 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 	

Sample role description

<ul style="list-style-type: none"> • Supporting medical student and graduate nursing ministry <ul style="list-style-type: none"> ○ 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
<ul style="list-style-type: none"> • Networking with other organisations <ul style="list-style-type: none"> ○ Developing relationships with local churches and the UCCF team, staffworkers and CUs in your region. ○ Working with other organisations involved in student ministry as appropriate.
<ul style="list-style-type: none"> • Other reasonable duties <ul style="list-style-type: none"> ○ 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.
<p>KEY ACCOUNTABILITIES: CMF TO VOLUNTEER</p>
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Quarterly meetings with mentor to appraise and evaluate progress with formal annual appraisal
<p>QUALIFICATIONS, EXPERIENCE & SKILLS</p>
<ul style="list-style-type: none"> • Nursing qualification
<ul style="list-style-type: none"> • Verbal reasoning and numeric skills of a high order
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Proactive and resourceful
<ul style="list-style-type: none"> • Experience in local Christian ministry, for instance leading CU, bible study groups or missions
<ul style="list-style-type: none"> • Good organisational and administrative skills
<ul style="list-style-type: none"> • Good IT skills, with experience using MS Office package

FORMATION

Whilst imperfect, we like to think of training (or ‘formation’) as consisting of Head, Heart and Hands.

Heart – in all of the below 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.

Whilst your work with CMF is not all about your own needs, 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. Do note the limitations of this though. 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!

FORMATION

What are your gifts?

There are core activities which are required of all Staffworkers (see below), but this will also be a time of personal growth, when you can develop your unique gifts and interests. Ephesians 4:11 talks of four key giftings 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:

- Pioneering summer mission trips
- Organise as SSM in medical ethics from a Christian perspective
- Encouraging the growth of a new student group, or re-invigorating one that has lapsed
- Establishing a regional student event or conference

FORMATION

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, Answering other faiths, 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
- Student reading scheme
- Taking your students away on a Summer Vision Trip or through the International Track
- Sharing resources and encouragement with ICMDA/NCFI (linked sister movements abroad)

HEAD (KEY KNOWLEDGE)

Pages 9-13 give you an insight into what the Deep:ER trainees are doing. You are welcome to join them, especially for team days. They are encouraged to have a grasp of the following topics via:

- Taught sessions on a Wednesday (20 per year) – See page 13 for more details of topics
- Team away days (three per year)
- Reading a relevant book chapter
- Attending a seminar at a conference or day conference eg Confident Christianity
- Studying our online materials alone or in a group

Ensure you engage in recommended reading around the topic but aim for further reading where interested. Notes should include where you did learning, book chapter, seminar, article, teaching session and key learning points.

TOPIC	DATE	NOTES
How to study the Bible one-one		
How to lead a Bible study		
How to lead a small group Christian medical discussion		
How give a talk		
Bible overview/authority of Scripture		
Global health and mission		
Current ethical issues		
Leadership		
Why suffering?		

TOPIC	DATE	NOTES
Integrating faith and work – the sacred secular divide		
Short-term mission trips		
Medical technology		
Inter-professional working		
Time management		
Money management		
Resource allocation		
Whole person medicine		
The NHS and the future		
ICMDA & PRIME		
Cynicism in healthcare		
What does it mean to be human?		
The myth of secular neutrality and relativism		
Sexual ethics (including homosexuality)		
Beginning of life – abortion		
Beginning of life – contraception		
End of life – dealing with death and dying		
End of life – assisted suicide		
Sharing faith with patients		
How to network in an interdenominational setting		
Is God a moral monster?		

HANDS (KEY SKILLS)

ACTIVITY	DATE	Review/reflect
Ask three people to commit to praying for you		
Write a book review		
Write a blog post		
Write a longer article		
Lead a Bible study		
Lead a small group discussion		
Give an evangelistic talk		
Teach CC and/or Saline		
One to one discipleship with medical students		

BOOKS

We recommend you choose three books and work through them over the year – one per term

BOOK	NOTES
Matters of Life and Death	
Doctor's Life of Faith	
Foundations	
How to read the Bible for all it's worth	
Another book from the 'Take and Read' selection	

PROJECTS

We advertise 12 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 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 integrating them into 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
<i>Writing: Nucleus</i>	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 Staffworker

EVENT	DATE	NOTES/REFLECTION
Student team day 1		
Student team day 2		
Student team day 3		
Staff team day		
National students conference (2 days)		
Graduates conference/leaders training (2 days)		
Attend one NSC meeting		
Attend Saline solution day course		
Attend CC day course		
Writer's training (1-2 days)		
Forum*		
UCCF Staff training conference*		
CMF Summer school*		
SYD*		
Irish conference*		
Overseas conference*		
Developing Health Course*		
Media training*		
Saline 'Trainer of Trainers' training*		
UCCF training day in your region*		

*** = optional**

ASW-specific

OBJECTIVE	ACTIVITY (core activities in bold)
HEAD	
	<ul style="list-style-type: none"> • 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 Leaders Forum on apologetics/science • Attend a UK training conference eg UCCF Forum, Faraday Institute science and faith weekend, Zacharias Trust apologetics weekend
HEART	
	<ul style="list-style-type: none"> • Find a mentor, 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	
	<ul style="list-style-type: none"> • 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
LEADERSHIP	
	<ul style="list-style-type: none"> • Lead on one of the core gospel-focussed training day conferences: Confident Christianity, Saline Solution, Answering Other Faiths. See one, do one, teach one! • Consider leaders-specific training e.g. Biblical Leadership for Nurses
DISCIPLESHIP	
	<ul style="list-style-type: none"> • Speak at your local students CMF group • Run an SSM on medical ethics
EVANGELISM	
	<ul style="list-style-type: none"> • Mission: lead a short term trip, or local CU mission, dialogue dinner • Train as a missions speaker

WHERE/WHEN?

As well as the examples given above, formation can happen in the following settings:

- **Study curriculum** – take advantage of the growing study materials online
- **Tracks** – engage on one of our more intensive tracks eg Reading Group, Speakers' Track, International Track
- **One-one mentoring** – ensure you are 'disciplining up, down and across'
- **Writing and speaking** – as you 'do stuff' you will grow. Give a talk whenever and wherever you can to varied audiences, for example
- **Alone** – as you study the word, pray, and read widely
- **With others** – meeting regularly with others

Page 19 gives this year's dates for bi-weekly training sessions, conferences and team training days.

Regional Mentor

You will also need to be accountable locally to a **mentor**, someone older and wiser, both to optimise your work, and to support you in work where you will be on the frontline of spiritual warfare. He/she should be based locally enough to meet with regularly, and ideally someone who understands student if not CMF ministry. This could be a member of the Regional Team, a Medical School link or Nurse Encourager with whom you will hopefully be working anyway, or a church leader. If you need any help or advice, don't hesitate to call them directly, ideally on the days they are working for CMF.

Line Manager

ASWs are attached to either the student, nursing or graduates team and you will be **line managed** accordingly. As Regional teams grow the hope is that an ASW will link in closely to the Team Leader and members of that team.

You should meet with them at least once a term, including at the start of the year. After six months you should seek out a mini-appraisal to see how you are progressing, and before the end of the year have a full appraisal. This is an opportunity to reflect on what you have learnt. Your line manager can help with the following:

- Guidance and direction, with prayer, through your specific tasks
- Training and feedback for CMF events
- Supporting and encouraging you with practical help with tasks where needed
- Encouraging growth and understanding, evangelism and other practical skills
- Overseeing work commitments
- Discussing any other issues as necessary

Team Support

CMF are keen for local members to take some responsibility to support you in prayer and financially. We will look to raise from them approximately £2000 a year to cover expenses, training and administration with up to £500 of that being available toward a study programme of your choice. To do this, you will be on our webpage with an opportunity for people to give financially and to receive your newsletter. See <http://www.cmf.org.uk/Esther> for an example.

If you require further support for living expenses please do speak to us prior to starting the role. Do remember that anything that carries the CMF brand must be checked through Eleanor Orr or Graham Sopp (Central Services) as we have obligations to the charity commission.

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, and also our supporters who 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.

WHERE/WHEN?

2018/19 Timetable of Key Deep:ER Sessions

* = optional; see below

5 September – induction

19 September – Deep:ER

away day

26 September – teaching 1

3 October – teaching 2

10 October London Freshers*

17 October – teaching 3

21-26 October SYD 2*

31 October – teaching 4

14 November – teaching 5

17 November – NSC meeting*

21 November – CMF staff team
away day

28 November – teaching 6

12 December – teaching 7 and
London Carol Service*

9 January – teaching 8

23 January – teaching 9

30 January – teaching 10

3–8 February – SYD 1*

8–10 February – student
conference

27 February – teaching 11

6 March – teaching 12

13 March – Deep:ER away day

20 March – teaching 13

10 April – teaching 14

24 April – teaching 15

3-5 May – leaders' training/national
conference

8 May – teaching 16

18 May – NSC meeting*

22 May – teaching 17

5 June – teaching 18

12 June – Deep:ER away day

19 June – teaching 19

3 July – teaching 20

17 July – review of
year/celebration

Summer – short term trips

Joining the team

If you have signed up to the team then great, We look forward to working together and trust that this handbook will be a helpful tool.

Office Induction

If you live 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 work to serve CMF and working together is key to the ministry. You would 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
- Swipe card 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 graham.crosbie@cmf.org.uk to get set up on the system as a priority 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

Expenses

ASWs 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 the income/expenditure is clear for accounting purposes.

	<p>Address: 6 Marshalsea Road, SE1 1HL Tel: 02072349660 Email: volunteer@cmf.org.uk Website: www.cmf.org.uk Twitter: @UK_CMF Facebook: www.facebook.com/ukcmf Blog: www.cmfblog.org.uk</p>
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