

***In response to God's love, grace and truth:***

The Purpose of InterVarsity Christian Fellowship/USA is   
to establish and advance at colleges and universities   
witnessing communities of students and faculty   
who follow Jesus as Savior and Lord:  
Growing in love for God,

God's Word,  
God's people of every ethnicity and culture,   
God's purposes in the world.

**INTERVARSITY CHRISTIAN FELLOWSHIP**

***CONFIDENTIAL REFERENCE FORM***

***InterVarsity Staff Member or Ministry Supervisor***

*Please complete this reference form electronically*

**NAME of LINK APPLICANT**

**NAME of REFERENCE**       **DATE**

*(Individual Providing Reference)*

Thank you for completing this reference form. We will consider your comments seriously as we interview the applicant listed above. In addition, your assessment and comments will assist us in providing the best supervision for this individual, if he/she is hired. As you complete this form, please:

* **Do not answer any question unless you have PERSONAL DATA from which to draw,**
* **Complete the form electronically. Be sure it includes the applicant’s name. Please email the form to the address listed at the bottom of the form,**
* **Please click into the grey boxes and begin typing to give your answer.**

The applicant is applying for an international cross-cultural campus ministry position with InterVarsity Christian Fellowship. InterVarsity is an evangelical, campus mission serving more than 40,000 students and faculty on more than 600 college and university campuses in the USA. In his/her role as an InterVarsity Link Staff worker, this person will work on an international team to pioneer new student movements, grow existing student ministries, or assist national staff equipping Christian students to live and share the Good News of Jesus in their contexts. The job requires the ability to lead, train, and empower others, and be engaged in intense personal relationships while living cross-culturally (see Position Description on pages 4-5). Click on [www.intervarsitylink.org](http://www.intervarsitylink.org) for more information.

1. How long have you known the applicant?

2. What is your relationship to the applicant?

3. Using numbers 1, 2 and 3, please note below the applicant's three strongest areas. Using numbers 5 and 6, note his/her two weakest areas.

      Knows him/herself fairly well

      Is supportive of others

      Is cool under pressure

      Can function in a job where there is more to do than time to do it

      Can structure his/her own time with minimal daily supervision

      Is a self-starter / take initiative

      Has considerable drive / Is goal-oriented

      Is quickly at home with new people

      Is effective at oral communication

      Can exercise leadership

      Can work with a diversity of people

      Works best in a team context

      Adept at problem-solving

Please feel free to comment on any of the personal characteristics listed above in order to help us know the applicant better.

If you like, you can comment on other characteristics of the applicant that are related to cross-cultural campus ministry.

4. In what ways has the applicant helped to develop the InterVarsity chapter? (or other church or religious groups)

5. What particular gifts/skills were evidenced in his/her contributions?

6. On a scale of 1-10 (10 being highest) to what degree is the applicant a risk taker? Where has he/she taken a risk?

7. How has he/she handled success? How has he/she handled failure?

8. What motivates the applicant to take initiative? Please illustrate.

9. What pastoral skills does the applicant have? How have they enhanced chapter growth/individual growth?

10. How might the applicant improve how he/she relates to others?

Comment on his/her interpersonal relationships with (a) own sex (b) opposite sex.

11. Assess the applicant's ability to relate to people with different ethnic or cultural backgrounds. Please illustrate.

12. Please assess and then explain your response. Is the applicant,

(a) stronger in developing/ coordinating programs or working directly with people?

(b) stronger with groups, or one-to-one?

13. Please assess the applicant’s:

1. knowledge of the Gospel

1. ability to communicate the Gospel

1. theological acuity

1. knowledge of apologetics

1. evangelistic lifestyle

1. involvement in cross-cultural relationships or missions

14. In your opinion, does this person's character meet the biblical norms for leadership? Please state any reservations.

15. (a) What, if anything, impresses you most about the applicant's spiritual life?

(b) In what areas would you like to see the applicant mature?

16. Describe the applicant's attitude toward and participation in the local church.

17. (a) Where has the applicant taken a leadership role?

(Discuss any aspects of his/her leadership which will be of particular benefit in her/his role as an IV Link Staff Member.)

(b) Characterize the followers this person has had in ministry.

18. Where has the applicant taken a leadership role in advancing a witnessing community on campus or in other

ministry?

19. Describe the applicant’s evangelistic patterns.

20. Briefly describe any reservations you have about this person’s ability or qualifications to live and work cross- culturally or to do student ministry.

21. In what situation do you believe would this person work best?

22. If you were leading a staff team overseas for 2 or more years, would you want this applicant on your team?

Why or why not?

23. Please assess the applicant's potential to be effective in raising their support.

24. What help will the applicant need to raise his/her budget?

Are you willing and able to coach this person through the Ministry Partner Development process?

25. Is there any further information that would be valuable in our assessment of this applicant?

26. Review InterVarsity’s [Doctrinal Basis](https://intervarsity.org/about/our/our-doctrinal-basis) and Code of Conduct. Do you have any concerns about the applicant’s affirmation or understanding of those documents? If so, please explain.

YOUR SIGNATURE\*

*\*You may sign electronically by typing your full name and zip code*

Address

City       State       Zip

Phone       E-mail

Thank you for taking time to complete this reference form.

We take your comments very seriously as we interviewprospective staff members.

*Please email this form to* [*link@intervarsity.org*](mailto:link@intervarsity.org)

***Your prompt response is greatly appreciated.***

# A picture containing text, tableware, clipart, dishware Description automatically generatedMinistry Staff Coordinator - Link (LSC)

Link

Position Description

Supervised by: Director, InterVarsity Link

Supervises: Link Staff in the IFES region(s) assigned to them

Status: Exempt (Minister)

Location: To be determined

To advance the purpose of InterVarsity Christian Fellowship/USA, a Ministry Staff Coordinator (LSC) will:

* Participate in Link’s mobilization efforts focused on sending qualified staff to meet requests from IFES movements
* Select, hire, and place new Link staff in collaboration with the Link Leadership Team (LLT)
* Develop Christian community and ministry partnership with leaders in the IFES region(s) to which they are assigned
* Facilitate ministry partnerships and exchanges between IFES regions or national movements and InterVarsity Christian Fellowship/USA

### MAJOR RESPONSIBILITIES

**Spiritual Growth:**

* Be a maturing disciple of Jesus Christ who grows in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world by:
  + Practicing daily spiritual disciplines
  + Pursuing spiritual relationships and involvement in a worshipping community
  + Continuing to learn and grow in spiritual depth, biblical knowledge, ministry experience, and ministry skills
* Engage in spiritual leadership through teaching, preaching, discipling, leading Bible studies, and/or prayer and worship services in a local church or worshipping community
* Experience and live out an ongoing call to ministry service with InterVarsity and its mission

**Provide Member Care:**

* Provide spiritual and vocational support to field staff by:
  + Ensuring staff have needed pastoral care and spiritual development in collaboration with IFES supervisors
  + Ensuring staff have ministry training and professional development in collaboration with IFES supervisors
  + Intervening in personal and team conflicts as requested by staff and IFES supervisors
  + Visiting the IFES region(s) annually and including personal visits to new Link staff within their first year on the field
* Oversee the MPD work of Link staff
* Provide regular feedback and evaluation to Link staff

**Administration:**

* Provide administrative services and financial management that enables Link staff to flourish in their ministry placements
* Interface with InterVarsity departments to serve Link staff’s needs
* Ensure adherence to InterVarsity’s and InterVarsity Link’s policies, procedures, reporting requirements, and financial guidelines

**Partnering with the International Fellowship of Evangelical Students (IFES):**

* Build strong, trusting relationships with IFES leaders in the region to which the LSC is assigned
* Work with IFES leaders to develop Seconding Agreements
* Attend regional and national conferences (at the request of IFES leaders) to lead in Bible study, worship, prayer, and ministry training
* Be in contact with the IFES Regional Secretary regarding supervisory or pastoral care visits made to the region

**Recruiting, Selecting, Placing, and Orienting:**

* Develop strong, trusting relationships with InterVarsity/USA staff directors and staff
* Be available to InterVarsity regions to serve at meetings and conferences
* Collaborate in InterVarsity Link’s recruitment and mobilization efforts
* Review applications, interview applicants, make hiring decision, and work with the IFES and the applicant to identify placement
* Work with the Link Training Coordinator on Link Orientation and on debriefing resources

**The Link Leadership Team (LLT):**

* Engage fully as a member of the LLT in order to contribute to the accomplishment of the teams’ plans
* Pray actively for Link field staff both personally and in team prayer meetings
* Engage positively with the supervision you receive

**Minstry Partner Development (MPD):**

* Raise 100% of budget
* Communicate regularly and frequently with ministry partners
* Adhere to InterVarsity’s and InterVarsity Link’s MPD and deficit policies
* Represent InterVarsity Link to InterVarsity/USA, the IFES, and the broader Christian community

### QUALIFICATIONS

* Annually affirm InterVarsity’s Statement of Agreement (Doctrinal Basis and Purpose Statement). Abide by InterVarsity’s Code of Conduct. Believe and behave in accordance with InterVarsity’s Human Sexuality Theological Paper. Affirm and behave in accordance with InterVarsity’s “Women in Ministry Statement of Affirmation”
* Ongoing call to InterVarsity and the mission of the IFES
* Bachelor’s degree
* 2+ years living abroad or its equivalent
* Ministry experience which developed the ability to communicate spiritual vision, teach spiritual and biblical principles, plan ministry programs, and disciple others
* Cross-cultural skills
* Gifts in coaching, pastoral care, and training
* Ability to supervise staff remotely and who live in high stress environments
* Ability to organize ministry and training events
* Ability to take charge of tasks and work independently without close supervision
* Strong oral and written communication skills
* Ability to work under deadlines
* Ability to maintain accurate records and files
* Open to learn new concepts, methods, and skills
* An ability and commitment to work collaboratively on a diverse, distributed team
* A working knowledge of Microsoft software applications (Word, Outlook, Excel, and PowerPoint)