



# SUMMER STAFF HANDBOOK

A Guide for Summer Staff to  
Get your support, Get to the field,  
Get the most out of your summer while  
Giving your best to the Lord Jesus Christ

# TABLE of CONTENTS

	<b>Page</b>
Summer Missions .....	3
Summer Staff Job Description.....	4
Ministry Opportunities .....	5
Supplies.....	6
Summer Staff Financial FAQs.....	7-8
Check List.....	9-10
Steps to Raising Your Support .....	11-12
Fillable Newsletter Template.....	13
Communication Standards.....	14
Home Stay Guidelines .....	15
Questionnaire .....	16

## SUMMER MISSIONS

...provides exposure to various aspects of Vocational Ministry while being used of God to assist Field Staff in evangelism and discipleship.

## Summer Staff Job Description

1. InFaith summer staff are accountable to the Mission through the field staff supervisors (FSS).
2. Summer staffers are appointed to minister for a limited period on a FULL-time basis. This term of ministry is to be determined by the field staff supervisor.
3. Summer staffers are responsible for ministering to a particular area of need or providing a specific area of expertise.
4. Summer staffers work with field staff in a variety of different ministries.
5. Summer staff have varied opportunities to minister, including teaching and directing VBS, camp, Sunday School, and/or being a member of an evangelistic outreach team.
6. Summer staffers are encouraged to raise support for his/her ministry and his/her training program.
7. Summer staff must meet the following eligibility requirements:
  - a. Has accepted Jesus Christ as personal Savior
  - b. Is at least 16 years of age
  - c. Has a good testimony in his/her local church and community
  - d. Demonstrates spiritual, emotional, and social maturity

## MINISTRY OPPORTUNITIES

**Summer Staff may be involved in the following Activities:**

### **Children's Ministry**

You may have the opportunity to assist in *Vacation Bible Schools* in which you will take turns in leading the Bible story, missionary story, songs, games, memory verse, and craft.

*Bible Clubs* are very similar and may meet weekly with minor variations to the VBS format.

### **Camp Ministry**

You might be involved in an InFaith Bible camp, which would include some of the following duties: cabin leader, kitchen help, dish room helper, clean-up duty, recreation director/assistant, program director, camp preparation, lifeguard (certification required), etc.

### **Youth Ministry**

You could be involved in special outings with youth groups (hiking, campouts, short trips, fairs, etc.) to evangelize or disciple teens.

### **Adult Ministry**

Adults may have the opportunity to lead a family Bible study, preach, teach a men's or women's Bible study, or possibly do some maintenance or construction projects.

### **Evangelism Outreach**

Field staff supervisors may involve you in Street ministry, festivals, and inner-city outreach.

## SUPPLIES

### List of items summer staff may need to bring with them:

1. Sleeping bag, pillow, foam mat (optional)
2. Personal items
3. Transportation (if applicable)
4. Proof of adequate insurance (medical and car)
5. Proof of valid driver's license or picture ID
6. Other certification cards (WSI, First Aid, EMT, RN, etc)
7. Thank you cards, stationary, stamps, etc.
8. Bible
9. Spending money
10. A positive attitude



## Summer Staff Financial FAQs

### ***What happens to the funds I raise for my Summer Mission with InFaith?***

You will raise funds to pay for the entire cost of your summer mission with InFaith. For this, InFaith agrees to pay up to \$500/week (more in specific situations). However, InFaith also pays for worker's compensation insurance, staff liability insurance, accident insurance, payroll taxes, and other overhead costs from the funds you raise. InFaith does this by charging a 5% administrative fee and deducting the cost of employer payroll FICA taxes from your support income. So, for every \$1.00 raised to support your summer mission experience, you will receive \$0.87 in pre-tax income.

### ***How much can I earn?***

In most cases, you can earn up to \$500/wk. However, if your budget is not fully funded, you will only receive what is available in your account.

### ***What if I can raise more than \$500/wk?***

InFaith will only pay you the agreed-upon weekly amount. If you can raise more than you earn in your summer mission experience, the funds go to help fund InFaith's summer mission program in general.

### ***Can the funds be returned to donors if I do not go on my summer mission or if it ends early?***

No, once InFaith receives contributions and receipts from the donor, they cannot be returned. These donations will be used to support the general expenses of the summer mission program.

### ***Can I transfer some of my support to another person?***

No, the decision to use "extra" support for any other purpose can only be made by InFaith.

### ***When will I get paid?***

InFaith will pay summer missionaries once a month on the 25<sup>th</sup>. We pay for the full weeks served before the 25<sup>th</sup> of the current month.

### ***Will I get paid if my support has not come in, or is it coming in late?***

InFaith is only able to pay from available funds raised. However, we will continue to make payroll distributions for summer service until October 25<sup>th</sup>. Suppose funds for your summer missionary work do not arrive until August or September, and you have not received the full amount you could have earned. In that case, we will continue to make salary distributions to you from the available support raised.

### ***When is the latest I can receive summer missionary support?***

InFaith will not accept contributions after October 15<sup>th</sup> for summer missionary support.

### ***Will I be able to know who has supported my summer mission work?***

Once all your paperwork is submitted, a monthly statement showing how much support has been raised and the names of your donors will be available upon request. Please send any requests to Michael DeHaven at [michael@infaith.org](mailto:michael@infaith.org).

## Summer Staff Financial FAQs (cont.)

### ***How can my partners/donors give to me through InFaith?***

1. Online - When onboarding is complete, you will be established as a summer missionary in our database. This will prompt an email from the communication department that includes your personal web profile URL. This URL can be added to all communication including your Summer Staff "Newsletter Template."
2. By Check – Donors can mail a check to our Home Office with either the bottom tear-off from your Newsletter or a note with your name or name on the check's memo line. All checks can be mailed to:

InFaith  
145 John Robert Thomas Drive  
Exton, PA 19341

*You must submit a \$10 processing fee (if applicable) with your online application and all employee onboarding documents, including a w-4 form and an I-9, before being placed on payroll.*

**InFaith will not process any applications for Summer Staff positions after June 3<sup>rd</sup>.**

**InFaith will not process any employee onboarding paperwork (W4, I9, etc.) after June 24<sup>th</sup>.**



## DATE LINE/CHECK OFF LIST

**A suggested 9-month timeline to help guide your communications with your supporters and InFaith.**

*Note: If you have started the application process later than this timeline, simply adjust the dates accordingly.*

### **January**

- Fill out the summer staff application online at [www.infaith.org/summer-staff](http://www.infaith.org/summer-staff)

### **February**

- Start developing a mailing list
- Receive a letter of acceptance to serve as summer staff

### **March**

- 1<sup>st</sup> - Mail first letter (use the fillable Summer Staff Newsletter template on page 13)
- 5<sup>th</sup> – Write or phone home church and schedule a time to share

### **April**

- Write and mail thank you cards to supporters

### **May**

- 1<sup>st</sup> – Mail a second letter
- 15<sup>th</sup> – Write and mail thank you cards to new supporters

### **June**

- 15<sup>th</sup> – Write and mail thank you cards to new supporters

### **July**

- 1<sup>st</sup> – Mail third letter
- 15<sup>th</sup> – Write and mail thank you cards to new supporters

## **August**

- 15<sup>th</sup> – Write and mail thank you cards

## **September**

- 1<sup>st</sup> – Mail fourth letter
- 15<sup>th</sup> – Write and mail thank you cards
- 30<sup>th</sup> – Please fill out the survey from page 16 and mail it to Brian Mackey at [bmackey@infaith.org](mailto:bmackey@infaith.org)
- 30<sup>th</sup> – Write a brief story/testimony of something unique that God did during the summer and send it to your field supervisor along with a photo(s), if possible an Appreciation Letter can be sent by the field staff supervisor to the summer staff mailing list.

**Mission accomplished! Great job!**  
Have a great year, and remember you are in a mission field  
wherever you go.

## RECOMMENDED STEPS TO RAISING YOUR SUPPORT

**DEPUTATION: A process of building a support team with a positive attitude and, as a result, receiving prayer and financial support**

### **I. Develop a mailing list**

#### **A. Sources**

1. Relatives
2. Acquaintances from school: classmates, professors, CampusChristian groups, dorm members, coaches
3. Neighbors
4. Church contacts (home church, churches attended in the past): pastors, leaders, Sunday School teachers
5. Employment contacts: employers, co-workers, contacts, customers
6. Business and professional people
7. Current address list sources: church directories, Christmas cardlist, wedding list, personal phone directory

#### **B. Put your list on computer mail labels**

### **II. Begin initial deputation**

#### **A. Letter of introduction\* (see fillable Newsletter Template on page 13)**

1. Detail God's leading to apply as summer staff with InFaith
2. Brief description of your anticipated ministry
3. Specific prayer needs: personal and ministry
4. Current ministry involvement
5. Goals regarding: ministry start-up, financial goal, # of prayer partners, etc.
6. Note: Ask about the field supervisor's 3<sup>rd</sup> class mailing permit: Does he/she have one? Is it available to you?

#### **B. Home church deputation**

1. Ask for an opportunity to share with your home church
2. When allowed to share, be sure to stay within the time allotted
3. When communicating in churches, include the following:
  - a. personal testimony
  - b. expectations for personal growth
  - c. description of the expected ministry

*\*Your field supervisor is a good source of information on how to write support letters. Have them read yours and get suggestions before you mail it!*

### III. Further Communications

#### A. Second letter content

1. Report what your support needs are
2. State your projected ministry involvement (when starting, etc.)
3. Prayer requests

#### B. Third letter content

1. Report on what you have been doing (stories, anecdotes are most interesting – photos add interest)
2. List praise items
3. List prayer requests
4. Include support report

#### C. Fourth letter content

1. Include end-of-summer report
2. State your fall plans
3. Support report
4. Write what you have learned or experienced
5. An anecdote or human-interest story

#### D. Thank you cards

1. Should be personal, specific, and genuine
2. Acknowledge every gift with a card

#### E. Record-keeping

1. Always keep receipts for ministry expenses and attach to the financial report form
2. Record ministry miles you have personally driven and for which you will claim reimbursement
3. Be prepared each month to fill out a “*God Report.*”
4. Keep a list of supporters and *Thank You*'s sent
5. Keep your Check List updated

### IV. End of summer follow up

A. The field staff supervisor should send an appreciation letter to your mailing list.

B. Let InFaith Home Office know if your address is changing and you are expecting another paycheck. Contact Dan Sheldon at [dans@infaith.org](mailto:dans@infaith.org).

C. Make sure all your responsibilities are settled with the field staff supervisor.

# I'm serving with InFaith this summer!

Use this space to talk about why/how/what you'll be doing as part of your ministry this summer...

## More about InFaith

The mission organization I'm serving with, InFaith, has been around for over 200 years. (They used to be called American Missionary Fellowship and before that, American Sunday School Union.) They are moved by the call to reach locally right here in the United States. Every year, InFaith has summer missionaries, like me, who serve alongside InFaith missionaries in order to get a taste for ministry within the United States and extend InFaith's reach into the often-overlooked areas of our country where the light of the gospel needs to shine.

pray

**Prayer partners are a vital part of ministry. Please pray for me this summer.**

give

**Financial partners are essential in order to make it possible for me to serve with InFaith this summer.**

web

**To donate to my summer mission work, fill out and return the support coupon below, or give online here:**

Your Summer Staff Profile Page URL here.

I/we \_\_\_\_\_ want to help Your first and last name here.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

I have enclosed a gift of \$ \_\_\_\_\_ .00

I will commit to pray!



145 John Robert Thomas Drive,  
Exton, PA 19341 | 610.527.4439



## COMMUNICATION STANDARDS FOR INFAITH SUMMER STAFF

Welcome to InFaith's Summer Staff program! We're so glad to have you serving with us this summer. We want to help you communicate about what you'll be doing and continue to share what God is doing throughout the summer, so read below for tips on how to do that.

### Your Support-Raising Newsletter

As a summer staffer, you are required to use the Summer Staff "Newsletter Template" to create the letter you will send out to people as you raise support for your summer mission. This template has a place for you to enter specific information about you, where you'll be serving, and which InFaith missionary you will be serving with. It also has a spot for you to enter the URL to your summer staff profile page on the InFaith website, where people can learn more about you and donate. Please download a copy of the "Newsletter Template" from your onboarding checklist. If you need another copy of this template contact Megan DeHaven at [megan@infaith.org](mailto:megan@infaith.org).

### Connecting to InFaith nationally

#### **Social Media**

Connect with InFaith on social media. Like us on Facebook and follow us on Twitter and Instagram. When you post about your summer ministry, make sure to tag or mention us so we can see your post and help share your story! Share or retweet our posts to show everyone who you're serving with and help us raise awareness about the lives that are being changed across the United States.

Facebook: [facebook.com/infaithmission](https://facebook.com/infaithmission)

Twitter: [twitter.com/infaith](https://twitter.com/infaith)

Instagram: [instagram.com/infaithorg](https://instagram.com/infaithorg)

## HOME STAY GUIDELINES

### Practical helps for a Summer Staff's stay in a host home

1. Be aware of their schedule (example: use of restroom) so as to not interrupt their normal time needed to get to work.
2. Be ready to serve them. You are not there for them to serve you. They may desire to do so but watch for ways to be their servant.
3. If they invite you to enter their family life or go with them somewhere do so – if it does not interfere with scheduled ministry time.
4. Be gracious with the food. Accept what they fix for you. In some cultures you will offend and close the door to ministry by not accepting.
5. Do not put your convictions upon them. (Example: if the family watches TV programming or a questionable video and you prefer not to, do not offend them by your actions. Just excuse yourself gracefully).
6. Be willing to help with the housework. Offer!
7. Ask before you use. Don't presume upon your privilege to access household items like microwaves, computers, etc. Always gain permission and don't abuse privileges.
8. Breakage – if dishes, furniture, etc., are broken, the family will be more upset if you hide it and do not inform them. You should offer to pay for it.
9. People are interesting. Get to know who they are. The better you know them the better you can minister to them.
10. At the end of the stay, write special thank you notes and perhaps leave a hostess gift. Be thoughtful and appreciative.

# SUMMER STAFF POST-SERVICE QUESTIONNAIRE

A tool to assist InFaith in improving our ministry to our summer missionaries. *(Please return this to your field supervisor.)*

Name \_\_\_\_\_ Date \_\_\_\_\_

Field staff supervisor I worked with this summer \_\_\_\_\_

\_\_\_\_\_ I would like information about returning next summer

\_\_\_\_\_ I would like brochures and other information to give to my friends

Address \_\_\_\_\_

College address (if applicable) \_\_\_\_\_

Another contact person \_\_\_\_\_

My email address \_\_\_\_\_

*Please answer the following questions in the measure of detail you feel comfortable with. If you need more room, use the back of this page.*

1. Did you have a positive experience this summer?
2. Would you recommend the summer staff program to others?
3. What was the highlight of your summer?
4. In what area(s) did you spiritually grow the most this summer?
5. What was the most difficult thing for you to adjust to this summer?
6. Is there anything from your summer program you would recommend that we do or don't do with future summer staff?
7. If you could say one thing to someone considering service as summer staff, what would that be?
8. Did you feel adequately trained in raising your support? Did you follow the guidelines supplied?