

APPLICATION FOR STEPHEN MINISTER TRAINING
CHINESE BIBLE CHURCH OF MARYLAND



Name (English) _____ (Chinese) _____

Address _____ Phone _____

Email _____ Application Date _____

(Please answer the following questions. If needed, use back page.)

1. What is your motivation to become a Stephen Minister?

2. What gifts and experiences do you bring to the Stephen Ministry?

3. In what ways do you think you would personally benefit from your training and service as a Stephen Minister?

4. Are you willing to make a 24-month commitment beginning on Sep. 15, 2016? (This includes the 50 hours training program as well as approximately 19 months of service as a Stephen Minister involving weekly visits to care receivers and twice per month supervisory sessions. The average time involved will be 9 hours per month.)

yes _____ no _____

5. Are you a member of CBCM?

yes _____ no _____

(if no, would you be willing to become a member?:

yes _____ no _____



6. List all languages you can use to care for others: _____

7. Name of Pastor you have spoken to who recommends you for Stephen Ministry: _____

8. Please describe briefly your relationship with Jesus Christ.

Please fill out this application and give it to John Lei or Ellen Lei by August 28, 2016. You will be contacted for a short interview.

BECOMING A STEPHEN MINISTER

A 24-month Commitment

Introduction: Stephen Ministry is a church-sponsored lay caring ministry in which trainees are given training and supervision to provide one-on-one care for those in need.

I. Training Sessions (about 5 months with holiday breaks)

- 🕒 Thursday evenings, 7:30-9:45 PM starting September 15, 2016 at different network churches including Chinese Bible Church of Maryland.

II. Service Opportunities (about 19 months)

- 🕒 8-9 total hours per month
- 🕒 4-5 of these hours in personal caring (average 1 hour per week)
- 🕒 2 of these hours in supervisory sessions and continuing education (two 2 hour evenings per month)

III. Topics of Study

A. Care Topics

1. What to Do in the First Helping Contact
2. Feelings: Yours, Mine, and Ours
3. Relationship Exercise
4. The Art of Listening, part 1
5. The Art of Listening, part 2
6. Effective Use of Spiritual Resources of Christianity
7. Telecare: The Next Best Thing to Being There
8. Assertiveness Training: Relating Gently and Firmly, part 1
9. Assertiveness Training: Relating Gently and Firmly, part 2
10. Assertiveness Training: Relating Gently and Firmly, part 3
11. Confidentiality
12. The "Small Step" Approach
13. Process versus Results in Caregiving Utilizing Community Resources

14. Crisis Theory and Intervention

B. Specialized Topics

15. Stress of Hospitalization

16. Ministering to Those Experiencing Grief

17. Ministering to Depressed Persons (1S-I7 may include additional caring topics)

18. When and How to Bring Closure to a Caring Relationship

19. Supervision: A Key to Quality Christian Care, part 1

20. Supervision: A Key to Quality Christian Care, part 2

IV. Financial Costs (for materials needed)

Costs will be covered by CBCM.

V. Timeline

- 🕒 All applications must be submitted to John Lei (john.lei@cbcmgroups.org) or Ellen Lei (ellen.lei@cbcmgroups.org) by Sunday, August 28, 2016.
- 🕒 All interviews of applicants to follow in September.

QUESTIONS AND ANSWERS ABOUT STEPHEN MINISTRY **(“the real truth”)**

The following questions have been asked by one or more people and this is an attempt to give some answers that may help you in your decision as you consider your involvement as a Stephen Minister.

Question: **How much of my time will it really involve?**

Answer: The actual training involves 50 hours and may include several retreats. The Involvement as a Stephen Minister will include one visit (approximately one hour) per week as a Stephen Minister for whom you are caring. You will also be expected to attend two meetings per month for support and ongoing opportunities to learn new updated information.

Question: **How much money will this cost?**

Answer: The cost of the training manuals and reference books is about \$55 and Chinese Bible Church of MD will reimburse the cost when you have completed the training. You can keep the textbooks.

Question: **Will I have to spend money on the person for whom I am caring? (We call this person the “care receiver” and you, the Stephen Minister, are the “caregiver.”)**

Answer: No, you are not expected to spend any money whatsoever on the care receiver. You are also not expected to personally provide any other needs such transportation, babysitting, etc. As the caregiver, you may at times assist the person to make contacts in order to arrange for such services.

Question: **Will my phone be ringing constantly?**

Answer: Each Stephen Minister normally works with only one care receiver at a time (often for six months or more). Therefore, contacts are really at a minimum. The Stephen Ministry training will assist you in managing too many phone calls or excessive demands in a loving, assertive manner, if that situation would arise. It probably won't though.

Question: **Will our pastors still help and counsel people?**

Answer: Most definitely! The Stephen Ministers will expand the caring ministry of the pastors by providing more workers in the church. Care giving is an important pastor's function, but the pastor often does not have enough time to minister effectively to all of the needs of the congregation. Another part of the pastor's job is to “equip the saints” - all of the members of the church - to provide this kind of care for one another.

Question: **What if I get in “over my head?” For instance with a person who threatens suicide?**

Answer: The Stephen training helps you to know exactly when and how to request professional help and to terminate a relationship, when necessary, in a gentle manner. The ongoing support group, the Stephen Leader, and the pastors are also there to help you to make such decisions. Also, you will not be assigned people who might be in those situations.

Question: **How will I personally benefit from this experience?**

Answer: You will learn many skills which will be invaluable in your personal life as well to you as a Stephen Minister. Also, you will have the enormous satisfaction of helping another person.

Question: **Do I have to stop being a Stephen Minister after 2 years?**

Answer: No, many people decide to recommit after two years. Some people take a year off and then begin again. That will be a decision made by you and the Stephen Leader.

Question: **Who will be the care receivers?**

Answer: Members of this congregation who are experiencing times of special need and also other people within our community who may turn to us for help. Thus, Stephen Ministry is also a way to reach out to others as well as our own members.

Question: **What if the care receiver doesn't want me to help?**

Answer: Our pastors or the Stephen Leaders will make the initial contact and the care receiver will agree to meet with you and will be waiting for your first visit.

Question: **Are other people as scared as I seem to be about this undertaking?**

Answer: Probably so! But the training will eliminate much of this fear because you will not only learn "what to say, but also, how to listen."

Question: **How does Stephen Ministry fit into our church's mission?**

Answer: One of our church's Vision Focus is Service - demonstrating God's love to all people in all facets of life by:

- 1 seeking to serve others humbly
- 2 using our spiritual gifts freely and joyfully
- 3 offering our prayer, resources and time generously

Stephen Ministry fits perfectly into that Vision.

Question: **Who else in our church are Stephen Ministers?**

Answer: Ever since this ministry began in 1992, there are more than eighty (80) CBCM members from all congregations have received the training and served. Some of the current ones are: Christina Chi, George Lunking, Pauline Ng, Shyuer-min Wang, Ruth Lee, Jessie Chew, Eugenia Chiu, Geoffrey Wong, Wendy Lei, Karen Yu, John & Ellen Lei, Johnny Luen, Linda Phu, Nelson & Yang Li, Albert & Joy Lok, Stanla Hua, Esther Lau, and many more.

Question: **How do I apply?**

Answer: Fill out an application form in your information packet. In the meantime if you have additional questions, contact John Lei (240.731.4114, john.lei@cbcmgroups.org), Ellen Lei (240.731.4083) or Pastor John Tung (301.924.4864 X 104, john.tung@cbcm.org)

Stephen Ministry Training Schedule

September 15, 2016 – February 9, 2017

Thursday Evenings 7:30 p.m. – 9:45 p.m. at **Sites** indicated in the *Date and Place* column
Commissioning Banquet: February 20, 2017 at Chinese Bible Church of Maryland

Participating Churches

- Ashton UMC [AUMC] 17314 New Hampshire Ave., Ashton, MD 20861
 Chinese Bible Church of Maryland [CBCM] 4414 Muncaster Mill Road, Rockville, MD 20853
 Chinese Christian Church of Germantown [CCCCG], 13881 Hopkins Rd., Germantown, MD 20874
 Colesville UMC [CUMC] 52 Randolph Rd., Silver Spring, MD 20904
 Damascus UMC [DUMC] 9700 New Church Street, Damascus, MD 20872
 Gaithersburg Chinese Alliance Church [GCAC], 13101 Darnestown Road, Gaithersburg, MD 20878
 Grace UMC [GUMC], 119 North Frederick Avenue, Gaithersburg, MD 20877
 Mill Creek Parish [MCP] 7101 Horizon Terrace, Derwood, MD 20855
 Millian UMC [MUMC] 13016 Parkland Dr., Rockville, MD 20853
 North Chevy Chase Christian Church (Disciples of Christ) 8814 Kensington Parkway, Chevy Chase, MD 20815
 Oakdale Emory UMC [OEUMC] 3425 Emory Church Rd., Olney, MD 20832
 St. Paul's UMC [SPUMC] 10401 Armory Avenue, Kensington, MD 20895
 Warner Memorial Presbyterian Church [WMPCC] 10123 Connecticut Avenue, Kensington, MD 20895



References: **TM** = *Stephen Ministry Training Manual*; **CC** = *Christian Care Giving – A Way of Life*
STL = *Speaking the Truth in Love*; **MHR** = *When and How to Use Mental Health Resources*

Hosts	Church:	Damascus UMC	Millian UMC	Chinese Bible Church	Colesville UMC	Ashton UMC
	Contact:	Jan Mullinix, stephenministrydumc@yahoo.com 301-482-1122	Jann Dalrymple janndalr@comcast.net 301-831-5780	John Lei & Karen Yu jlei98@hotmail.com 240-731-4114 (John)	Annie McLane & Jennifer Morrill haweye33@cavtel.net 301-384-4516 jdmorrill65@verizon.net 301-890-5574	Judy Garvey garveyjudy@hotmail.com 301-384-2146 301-943-6203 Cell

Session Number	Date and Place	Training Module	Read in Advance	Topic	Last Year's Faculty Assignments
1 →	Sept. 15, 2016 Damascus UMC Room: Great Hall (Stage side)	1	Bring Training Manual to Class	Orientation and Overview The Person of the Caregiver	Hazel Strahorn hazelstrahorn@verizon.net 301-414-5459
2	Sept. 22 Damascus UMC Room: Great Hall (Stage side)	2	TM pp 17-28 CC pp 9-60	Feelings: Yours, Mine and Ours	Jan Jaremko cindajan@verizon.net 301-253-6669
3	Sept. 29 Damascus UMC Room: Great Hall (Stage side)	3	TM pp 39-50 CC pp 61-117	The Art of Listening	Bonnie Custer BonCuster@aol.com 301-831-9766
4	October 6 Damascus UMC Room: Great Hall (Stage side)	4-1	CC pp 118-157 Bring CC to Class	Distinctively Christian Caring – Part 1	Hazel Strahorn hazelstrahorn@verizon.net 301-414-5459

Number Session	Date and Place	Module Training	Read in Advance	Topic	Last Year's Faculty Assignments
5 →	October 13 Millian UMC Room: Chapel Room	4-2	TM pp 63-76 STL pp 7-50 Bring Bible & CC to Class	Distinctively Christian Caring – Part 2	Margo Stevenson formargotoo@verizon.net (301) 963-2627
6	October 20 Millian UMC Room: Chapel Room	5	TM pp 81-88 STL pp 53-97	Process vs Results in Caregiving	Jan Jaremko cindajan@verizon.net 301-253-6669
7	October 27 Millian UMC Room: Chapel Room	6-1	STL pp 99-142 Bring STL to Class	Assertiveness: Relating Gently and Firmly – Part 1	Jann Dalrymple ianndalr@comcast.net 301-831-5780
8	November 3 Millian UMC Room: Chapel Room	6-2	STL pp 143-190 TM pp 113 FN 17 TM pp 122 FN 12	Assertiveness: Relating Gently and Firmly – Part 2 <i>Note: Complete/Bring Affirmation List</i>	Jann Dalrymple ianndalr@comcast.net 301-831-5780
9 →	November 10 Chinese Bible Church Room: B3 & B5	7 8	TM pp 125-137 TM pp 145-154	Maintaining Boundaries in Caregiving Crisis Theory and Practice	Virginia Bickford tomvab@msn.com 301-598-5496
10	November 17 Chinese Bible Church Room: B3 & B5	9	TM pp 163-172	Confidentiality	Vacant (Claire Matheny not available this date)
11	December 1 Chinese Bible Church Room: B3 & B5	10	TM pp 185-191 MHR pp 9-63	Telecare	Bonnie Custer BonCuster@aol.com 301-831-9766
12	December 8 Chinese Bible Church Room: B3 & B5	11	TM pp 205-239 MHR pp 65-139 Bring MHR to Class	Using Mental Health Professionals and Other Community Resources	Tina Lightner-Morris tina@lightbalancecounseling.org 301-524-0808
13 →	December 15 Colesville UMC Room 22 (Second Floor)	12	TM pp 257-266	Ministering to Those Experiencing Grief	Annie McLane haweve33@cavtel.net 301-384-4516

Thanksgiving Break

Christmas Break

Happy New Year !

Session Number	Date and Place	Training Module	Read in Advance	Topic	La A
14	January 5, 2017 Colesville UMC Room 22 (Second Floor)	13	TM pp 281-291	Dealing with Depression	Deb deb Jen jdm 301
15	January 12 Colesville UMC Room 22 (Second Floor)	14	TM pp 307-326	Helping Suicidal Persons	Bar b.ja 301-
16	January 19 Colesville UMC Room 22 (Second Floor)	15	Volume 2 TM pp 343-358	Bringing the Caring Relationship to a Close	Vac not a
17 →	January 26 Ashton UMC Youth Room: 206 (Front Level)	16-1	TM pp 373-394	Supervision – Parts 1 and 2	Car Car 703- 301-
18	January 30 Ashton UMC Youth Room: 206	16-2	TM pp 405-427	Supervision – Parts 1 and 2	Car Car 703- 301-
19	February 2 Ashton UMC Youth Room: 206	17	TM pp 437-459	How to Make a First Caring Visit	Mar mm (301)
?	February 9 Ashton UMC Youth Room: 206	?	As Appropriate for Make-up	Make-up Session If Needed	TB
20	February 20 Chinese Bible Church Social Hall	18	TM pp 473-484	Follow Me All Clergy & Faculty Invited Commissioning Banquet	Joh jeis 240-

SNOW DAYS: There will be no class if Montgomery County Schools are closed, early or evening activities are canceled. If snow occurs on a **Thursday** that is a school holiday, decision will be made by the Training Facilitator(s), and class members will be contacted by phone and/or email.