

# **Orchard Park Wesleyan Church**

## **Two-year Residency Program**

### **Vision of the Residency**

The two-year, approximately twenty-five (25) hours a week residency is a post-college program where emerging leaders will be disciplined and mentored in their ministry calling. The program will provide practical guidance over a broad spectrum of ministry with a concentration in one's area of calling and giftedness.

### **Values of the Residency**

#### *Spiritual Development*

We believe God honors leaders who pursue personal spiritual formation. Love for God, His word and the things of God is the first priority of a spiritual leader. A grace-filled hatred of sin is encouraged and expected as together we hold one another accountable in love.

#### *Passion Enhancement*

We believe the pursuit of our highest passion – Jesus – calls us to abandon anything that distracts or distorts our calling. Laziness and half-hearted efforts reduce our impact and effectiveness in advancing God's Kingdom on earth. We purposefully pursue the mission and vision God has called us to as a church.

#### *Character Development*

We believe leaders in the church are to exemplify character and integrity in their personal life and ministry. Humility, teachability, grace, honesty, love and compassion are traits that enhance ministry. Pride, self-promotion and fear destroy ministry and are not welcomed in the life of godly leaders.

#### *Skill Development*

We believe we are always learning even as we lead. Leadership requires humility and teachability even as one teaches and leads. Growth in ministry skills and experience is expected of all leaders.

### **Philosophy of Residency Program**

We believe leaders are responsible to develop future leaders. The Residency Program at Orchard Park is designed to raise up pastors by providing experiences, coaching, and training that will help develop clarity and proficiency in ministry. The extended experience of the program allows residents to work out theory in the church under the guidance of a mentor. We believe everyone God calls to ministry can lead. The program helps hone leadership skills and clarify the leadership style and capacity of residents in a safe context.

We believe that the local church benefits from investing in new leaders. The joy of helping others flourish in their calling is energizing. Residents bring fresh ideas and passion to ministries. New ministry often emerges as residents align congregants around common passions and interest.

We believe spiritual development coincides with practical experience. The program is intentionally focused on both the heart and the hands of ministry. Residents in the program will intentionally go through a process of spiritual formation as they learn practical skills implementing ideas and concepts learned in formal education and study.

### Questions and Concerns

We believe in passing questions and concerns up instead of out. If at any time questions or concerns arise about the program, volunteers, staff member or pastor the resident should bring such questions and concerns to the Resident Director or Lead Pastor if concerning the Resident Director.

### Additional Employment

Residents may have additional part-time employment outside the church, however, this should not impede attendance at services or the resident's ability to carry out their responsibilities as assigned. The resident is expected to find suitable employment on their own that fits into the rhythm of their work at the church.

### Health Insurance

Residents are responsible for their own health insurance. The Wesleyan Church of Orchard Park does not provide health insurance for residents. Each Resident is required to provide proof of insurance to the Resident Director at the time of their employment.

### Office Etiquette

Residents represent the church in their conduct and attitudes and should be mindful of presenting a positive witness at all times. These directives are a helpful way to demonstrate that with your peers.

Conversations with people should not be interrupted unless it is an emergency. Wait to be acknowledged instead of interrupting. Consider alternate forms of communication for less urgent matters.

Respect confidentiality.

Knock on closed doors and wait to be invited in before entering. Most of the time doors are open signaling the person is available for conversation – when doors are closed respect the person's space and time.

Use appropriate voice levels in the office.

Use headphones or earbuds when playing music unless it is at low volume so as to not disturb others working.

Men and women are not to be alone without clear visibility through windows. Meeting the opposite gender in a public place is recommended for after-hours meetings.

Work stations and shared areas are to be kept neat and organized.

Office dress is casual and neat. No cut-off shorts or ripped jeans. Women should wear tops that modest and professional. Tank tops are not allowed. When meeting with ministry leaders and for services business casual is the expectation. Jeans are allowed in service if they are neat and dressy.

### Alcohol, Tobacco and Narcotics

Consumption of alcohol, narcotics or tobacco outside of a doctor's order is not allowed and is considered grounds for dismissal from the program.

### Dating

When dating please communicate with the Resident Director that you are doing so to avoid awkwardness and hearsay. Appropriate behavior that is above reproach is expected of Residents in their personal life and dating relationship.

### Ministry Resources

Every ministry has a budget line and you will be expected to work with the volunteer leader and or the office to ensure that ministries do not go over budget. Paperwork for expenses is required and must be submitted within 30 days for reimbursement. Materials required for the residency not covered by the church are the responsibility of the Resident.

Ministry reimbursement is available for approved expenses. The allowed expenses and process for reimbursement will be reviewed each quarter of the program in conjunction with the ministry director of the quarter's focus and the Resident Director.

### Reporting

Residents will report to the Resident Director. Weekly meetings will alternate between spiritual formation and ministry practice. In addition, the resident will meet monthly with key volunteer leaders in the area of focus each quarter.

### Time

It is expected that a natural rhythm will develop in the weekly schedule. Accountability is structured around outcomes not time in the office. However, the Resident is expected to be in the office and available during regular set office hours determined with the Resident Director.

The following times are required and will need to be worked into the Resident's schedule:

Sunday 8A – 12P for services

Wednesday 11:30 – 1:30 Staff meeting

Weekly meeting with Resident Director (TBD)

Monthly meeting with volunteer leader (TBD)

Third Thursday 9A – 1P District LDJ at Hamburg

### Time Off

#### Vacation time

Residents receive 2 weeks of vacation time (10 days) annually. This must be approved by the Resident Director and posted on the church calendar in the office. It is recommended that at least 5 days be taken consecutively to allow for a significant "step away" from the job each year.

### Sick Time

Time away due to illness and medical appointments is determined as need arises. Communication with the Resident Director and Lead Pastor is required.

### Transportation

Residents are responsible for their own transportation.

### Housing

Residents are provided housing by the church in church owned housing. Residents living in the house will all be of the same gender. Should a resident marry during the residency alternate housing will need to be arranged by the Resident at their own expense. While living in the church owned housing residents will keep the house clean, removing garbage and notifying the facilities staff about maintenance issues that need to be addressed. Once every 60 days the facilities staff will schedule a walk-through inspection and complete any regularly scheduled maintenance.

Basic appliances are furnished by the church. Use of command hooks instead of nails is required for wall hangings. No pets are allowed in the house.

Members of the opposite sex are allowed in the house but no sleep-overs are allowed for any reason. Only residents of the home should be at the house after 1A and before 8A.

Only residents are allowed upstairs in the bedrooms.

Family or friends (of the same gender) staying with the Resident should be made known to the Resident Director and Lead Pastor for stays that exceed 2 nights.

No living expenses other than housing will be provided to the residents. (Housing includes electric, water, and heat only.)

### Compensation

Each resident will be paid \$185/week on a bi-weekly basis. You may arrange for direct deposit with the church treasurer. All necessary forms must be completed prior to the initial pay period. Residents will be responsible for their own taxes and withholding. Residents are paid as 1099 independent contractors.

### Inter-Personal Relationships

We cannot guarantee you will like working with every person at OPWC. In every job there are people who have a different perspective and challenge our patience. This is an opportunity for personal development and character formation. While working as a resident, good communication, respect, and the ability to forgive and extend grace is expected of every resident. Biblical principles guide our communication and actions towards one another. The Resident Director and Lead Pastor are available to help facilitate open and honest communication in an attempt to achieve resolution to conflict. Ongoing relational conflict can result in the resident being asked to leave.

### Dismissal from the Program

Residents can be dismissed from the program as a result of failure to comply with stated expectations, destructive personal or relational choices or dereliction of assigned responsibilities. Prior to dismissal the resident will meet with the Resident Director and Lead Pastor to discuss the situation. Depending on the severity and type of offense the Resident may be asked to leave the program immediately.