



**Ministry Project  
Guidebook  
Living Word School  
Of Ministry**

## **Living Word School of Ministry**

### **Classroom Projects**

The Purpose of the Ministry Project is to give the School of Ministry students the opportunity for supervised practical application of things learned in the classroom and develop the leadership skills needed to launch their ministries.

Each student will be asked to develop a “Ministry Project” that identifies with his or her ministry gift. Each project will include one main goal, objectives, hands-on application, and evaluation of results.

Students will have classroom mentoring to guide them in the development and implementation of their project.

Please use this guidebook as a helpful tool that will act as a checklist for the requirements for your Ministry Project. Check off each step as you go to ensure that you don't miss any steps.

## **Guidelines for Ministry Projects**

1. Projects must have a clear, quantifiable goal. The exactness of your project will depend on how precise and measurable your goals are.
2. Your ministry project must involve people. You will identify the group of people you are led to minister to and meet with them over a period of five weeks.
3. Members of your group must be willing to share mental and emotional resources needed to achieve the learning goals and objectives. Mental resources are ideas and suggestions. Emotional resources are encouragement and enthusiasm.
4. All Five- Fold ministry group leaders will be involved with some form of teaching. However, the goals and objectives of each group will be different.

Example: The teaching done by the Evangelist leader should prepare the group to evangelize, whereas the teaching done by the Prophet could be to encourage individuals in the group to take a step of faith and do something they lacked the courage to do before.

5. Must pray daily for members in your group (Ephesians 1:15-21).

## Ministry Project Guideline Definitions and Steps

❑ **Spiritual Gifts Survey:** A discovery tool that provides you with a personalized analysis and profile of your God given spiritual gifts, as well as what office you may be called to, whether Apostle, Evangelist, Pastor, Prophet, or Teacher.

Discovering **and exercising** your God-given spiritual gifts allows you to experience maximum fulfillment with minimum frustration in your Christian life and ministry as you flow in **your gift** (Proverbs 22:6). You will receive the results of your Gifts Survey that contain scoring which will assist you in identifying which office of the Five-Fold Ministry that you may be called to (Ephesians 4:11-16). The score is calculated by how you answered the questions on the survey, as well as how honest you were when quickly answering them with your first response. Remember, this is not a test, but an assessment of how God has made you as a unique individual. No two individuals' scores are alike, and there are no right or wrong answers. Knowing what you have been called to do will make your life easier, and help you enter into your wealthy place.

❑ **Identification of Project:** You will identify what kind of project you will do. You must **choose only one** from Apostle, Evangelist, Pastor, Prophet, or Teacher. This will likely be based on where you scored the highest on your Spiritual Gifts Survey. You may have scored high in more than one area. That is perfectly fine. Pray about it, and ask the Lord which one He would have you focus on for the Ministry Project. The Holy Spirit will give you an unction as to which one to choose (I John 2:20). An indicator is often the one that brings you the most joy (Psalm 37:4). What you enjoy doing should not be sweat and toil. All of the projects will involve some form of teaching, however  
f, the goals and objectives of each group will be different. All groups are alike in such a way that each will equip the group's members (the body) for the work of service, so that the members may be built up. Those called to the Five-Fold offices will lead, teach, and build up the rest of the saints (Eph. 4:11-13).

❑ **Prayers Identified:** These are 1 or more people, other than you, that you have purposely and specifically praying in agreement with you as the leader of the ministry. They will be praying for you and that which concerns you, your ministry and its goals and purposes, and its members. They will also do warfare on your and the ministry's behalf. These praying individuals, or "prayers" are known as

**Intercessors.** He/she/they will pray **from scripture**, in agreement with you, to manifest God's plans, will, and purposes in the earth (John 1:14). One way this can be done, is to link scriptures together and write them down as prayer confessions for you, the intercessors and even your members, to pray together on one accord. You, or another, may type out the prayer confessions and have them distributed to those whom you would like to be praying. You must be able to trust your intercessors. The ability to pray in the Spirit, or in tongues, is much needed (Ephesians 6:18). You should be praying daily, also. (Ephesians 1:15-21) Prayer, based on the Word of God, is the foundation of all successful, long-term ministries.

**Need/Problem Identification:** Identify a need or problem. What need or problem will your ministry help solve? **Pray about it** (Prov. 3:5-6). Identify something that people are in need of, or a problem, in the earth, that your ministry will provide solutions for, coming from the Word of God (Romans 8:19). This is usually a problem that grieves your heart or bothers you when you see or hear about it. You may have a strong desire to help do something about it. State the need/problem that you have identified. For example: I have identified a need/problem for people to build up the broken down places in their lives so that they can fulfill their God-given assignment (fill in the blank with the need/problem you have identified).

**Ministry Name:** Give your ministry a unique name.

**Meeting Space Identification:** Where or how you will meet with the members of your ministry. Groups **do not** have to be local. Meeting spaces may include, but are not limited to:

- A physical location: home, restaurant, library, etc...
- Conference calling (freeconferencecalls.com can be used with no cost)
- Social Media Platforms
- Be Creative

**Group/Ministry Formation:** Gather in the people that have the need, or struggle with the problem you identified above (I Samuel 22:2). For example, the group/ministry may include people who look up to, respect, admire, follow you, and listen to what you have to say. Some may even want to be like you. Others may be individuals that are drawn to you for advice and/or solutions. You likely have been talking to some of these people all along. Now it is time to gather them

together into one group which will become your ministry. Again, you are not limited to only those individuals joining your group. Others, outside of these individuals, may also want to join your group/ministry. That's ok. They may be sent to help you. Receive wisdom and discernment from the Lord (James 1:5). Don't be intimidated by the gifts and strengths of others. It is just like the Father to send you His best to come alongside you to assist you, but they may or may not stay. They only may be with you for a given time. The minimum number of members that you should have is 7. Groups may vary in size.



**Goal Identification:** The desired outcome of a project or what you plan to accomplish. The goal should be to provide a solution to the problem you identified in the Need/Problem Identification section above. Goals are usually broad and long-term and communicate the outcome of the project's **Big Picture**. You will state one main goal. Set a **clearly defined** goal geared toward what you want to do with the group in order to provide a solution(s) to the problem that you identified above.

Example:

If the problem is broken down places in people's lives preventing them from fulfilling the God-given assignments, then the goal may be stated as follows:

*My goal is to teach this group to how to build up the broken down places in their lives so that they can fulfill the God-given assignments (fill in the blank with your goal that provides a solution).*

☐ **Objectives Identified** : Objectives illustrate a collection of singular activities that need to take place in order to deliver distinctive results that line up with the project's main goal that you identified in the previous step. Objectives are a **precise** set of operations, plans, or courses of action. They are **specific, clear** and **measurable** steps that will be taken toward accomplishing the one main goal, and **must meet the planned end time**. Objectives often answer the questions "How much? By when? For example, one of a teacher's objectives may be stated as follows:

My objective is to teach (how much?) 5 weekly lessons on the subject(s) of \_\_\_\_\_  
\_\_\_Faith\_\_\_\_\_ (by when?) by \_\_\_\_\_Feb 24\_\_\_\_\_.

**Another example of an objective:**

My objective is to teach 1 lesson per week for 5 weeks on the following subjects:

Week 1: \_\_\_\_\_ End Date: \_\_\_\_\_

Week 2: \_\_\_\_\_ End Date: \_\_\_\_\_

Week 3: \_\_\_\_\_ End Date: \_\_\_\_\_

Week 4: \_\_\_\_\_ End Date: \_\_\_\_\_

Week 5: \_\_\_\_\_ End Date: \_\_\_\_\_

(Please feel free to continue)

Also

My next objective is to take my group out on to the streets of Glenview to evangelize for the next 3 weeks.

Week 3: Lakewood Prairie Neighborhood

Week 4: Huntington Hills Neighborhood

Week 5: Rolling Lakes Neighborhood

## Ministry Project Grading

You will be graded using both Qualitative and Quantitative Measurement. Simply stated, there are two sides to your project. The human side, and the statistical side. This information is given to you simply as a means to give you a thorough understanding of the grading process.

☐ **Qualitative Measurement** is the human side of the Ministry Project that reflects the opinions, beliefs, emotions, attitudes, relationships etc...of the members of the group/ministry that you will form. Qualitative Measurement (or the human side of the project) helps you to gain an understanding of your ministry **from the members' perspective** . It allows you to understand human experiences on a deeper level and to also recognize how the ministry affects the individuals in it. Methods of Qualitative Measurement include in-depth interviews of participants (written, audio, or video format), testimonials (written, audio, or video format), surveys, etc... You are pouring into these people, and we want to hear **from them**, in your final report, how you helped them. You are welcome to use any of the above mentioned tools that you find useful for Qualitative Measurement.

If you choose to create surveys for your members to take, you will find the following helpful.

- Google Forms: <https://www.google.com/forms/about/>
- Facebook: <https://www.facebook.com/simple.surveys/>
- Survey Monkey: <https://www.surveymonkey.com/>

☐ **Quantitative Measurement** is the numerical/statistical side of the project. It is bias-free and based on verifiable evidence or facts, not beliefs, attitudes or opinions. It measures the result the ministry aims to achieve **within a specific time frame**. (See goals and objectives in the definition section)

☐ **Rubric:** Please follow the Grading Rubric, on the following pages, in order to understand the expectations for your Ministry Project and how you will be graded. The Rubric is designed to help you do your very best!

Be Creative and Have Fun!