
TEAM MEMBER PROGRAM OVERVIEW



TIME TO REVIVE

BIBLICAL FOUNDATIONS

As a Team Member with Time to Revive, we ask you to evidence the Word of God in your life today, and continuously, as you are sent out through Time to Revive:

Work of Faith, Labor of Love, & Steadfastness of Hope

1 Thessalonians 1:2-4: *“We give thanks to God always for all of you, making mention of you in our prayers; constantly bearing in mind your work of faith and labor of love and steadfastness of hope in our Lord Jesus Christ in the presence of our God and Father, knowing, brethren beloved by God, His choice of you.”*

Model, Assist, Watch, & Leave

1 Thessalonians 1:5-10: *“For our gospel did not come to you in word only, but also in power and in the Holy Spirit and with full conviction; just as you know what kind of men we proved to be among you for your sake. You also became imitators of us and of the Lord, having received the word in much tribulation with the joy of the Holy Spirit, so that you became an example to all the believers in Macedonia and in Achaia. For the word of the Lord has sounded forth from you, not only in Macedonia and Achaia, but also in every place your faith toward God has gone forth, so that we have no need to say anything. For they themselves report about us what kind of a reception we had with you, and how you turned to God from idols to serve a living and true God, and to wait for His Son from heaven, whom He raised from the dead, that is Jesus, who rescues us from the wrath to come.”*

Dignified, Faithful, & Beyond Reproach

1 Timothy 3:3-13: *“Deacons likewise must be men of dignity, not double-tongued, or addicted to much wine or fond of sordid gain, but holding to the mystery of the faith with a clear conscience. These men must also first be tested; then let them serve as deacons if they are beyond reproach. Women must likewise be dignified, not malicious gossips, but temperate, faithful in all things. Deacons must be husbands of only one wife, and good managers of their children and their own households. For those who have served well as deacons obtain for themselves a high standing and great confidence in the faith that is in Christ Jesus.”*

TIME TO REVIVE CREED

I'm part of the fellowship of the unashamed, the die has been cast, I have stepped over the line, the decision has been made- I'm a disciple of Jesus Christ. I won't look back, let up, slow down, back away or be still.

My past is redeemed, my present makes sense, my future is secure. I'm finished and done with low living, sight walking, smooth knees, colorless dreams, tamed vision, worldly talking, cheap giving & dwarfed goals.

My face is set, my gait is fast, my goal is heaven, my road is narrow, my way is rough, my companions are few, my guide is reliable, my mission is clear. I won't give up, shut up, let up until I have stayed up, stored up, prayed up for the cause of Jesus Christ.

I must go till He comes, give till I drop, preach till everyone knows, work till He stops me, and when He comes for His own, He will have no trouble recognizing me because my banner will have been clear.

~Author Unknown

GOALS AND OBJECTIVES

Time to Revive recognizes the need to place Team Members throughout the world to support the overall mission of Time to Revive.

Unless given a national role, a Time to Revive Team Member's primary responsibility will be to their home city and state, or a city where Time to Revive has previously been in. They will work with local leadership teams and churches to support the work of TTR, which is to equip and empower the local Church to do the work of the ministry.

EXPECTATIONS

TTR Team Members help prepare for and serve in state-wide Time to Revive outreach cities; they may also help serve in national outreach cities.

TTR Team Members may serve in various roles and will be responsible to function in the role or roles they have been assigned. Eph.4:11-12 *“And he gave some to be apostles; and some, prophets; and some, evangelists; and some, pastors and teachers; ¹² for the perfecting of the saints, unto the work of ministering, unto the building up of the body of Christ”.*

In addition to fulfilling city needs for revival, TTR Team Members will be responsible for raising support through TTR to cover the costs of their salary, benefits, and ministry activities.

All TTR Team Members will be considered full time, unless they are of retirement age . Retirees may opt for a part time position.

REQUIREMENTS AND QUALIFICATIONS

Team Member candidates must meet the requirements and qualifications set forth by Time to Revive. These are to ensure the candidate is of sound Christian character, and will represent the ministry and the Kingdom of God well.

A Time to Revive Team Member must:

- “Like people” and communicate well with others
- Be enthusiastic and have an ability to encourage and lead teams
- Have a servant leadership spirit
- Have strengths in relationship-building
- Be able to work well with others
- Display maturity in Christian walk & have sound biblical understanding
- Have a willingness and ability to travel
- Be able to direct and/or assist in all areas, be flexible, and think on their feet
- Be willing to work behind the scenes with an understanding that going out on teams may be limited
- Be able to complete administrative responsibilities (i.e. keep notes, obtain and enter data)
- Have computer skills or a willingness to learn them (email & other electronic correspondence are an essential part of the job)
- Have attended a Time to Revive event and participated in a minimum of four outreach days
- If full-time, have the ability to endure long days in outreach cities (6:15 A.M. – 10:30 P.M.),
- Be free from any ongoing credit card debt and have a maximum auto loan of \$13,000. Reasonable housing and school loans are acceptable
- If married, their non-Team Member spouse must be 100% supportive
- Must be 20 years or older at time of acceptance

APPLICATION PROCESS

(Could take as long as three months or more)

If a candidate meets the previous requirements and qualifications, and would like to apply, they should review the TTR Team Member introduction material and submit a formal application, along with a short bio and/or résumé and a Roles Interest form. The application will be reviewed and if there is mutual interest, the candidate will enter the interview process. The candidate will then be lead through the following four-step process of becoming a Team Member with Time to Revive.

1. Initial Review - Review of application, biography and references (*Sheri Richards*)

Considerations:

- Financial Situation (*Allen Eash*)
- Is the candidate physically capable of carrying out his/her duties with Time to Revive
- Reference responses
- Support of his/her spouse, if married

2. Interview #1 - Location TBD

Considerations:

- Is the candidate spirit-led
- Spiritual Maturity (while length of time the candidate has been saved is considered, it is typically not the determining factor)
- Is the candidate capable of taking on the assignment and lifestyle of a Time to Revive Team Member, while representing God and Time to Revive in an honorable and professional way
- Is the candidate able to work well with the team
- Overall Fit
- Calling

3. Submit Additional Information

Upon approval, the applicant will be asked to complete the following:

- Background Check
- Spiritual Gifts Assessment
- Personality Test
- Personal Strengths Test

4. Interview #2 - To be done in Texas at the headquarters

Considerations: Same as Interview #1: Can they affirm the candidate? Is the candidate a good fit for the ministry and is the timing suitable for both the applicant and TTR?

After final approval, the applicant will receive a formal letter advising that they are now a (Team) Member in Process (MIP) with Time to Revive. They will be expected to attend training in Dallas 3-5 weeks after the second interview. Prior to training, MIPs will be asked to complete preparation assignments. After they have completed Training, they may begin raising funds. All funds need to be raised or pledged before an applicant is considered an official team member and begins working with Time to Revive as such.

UPON ACCEPTANCE

Time to Revive Team Members will be accountable for training, organizational, and fundraising objectives during their tenure with Time to Revive.

4-Day Training

After candidates become a MIP, they will be required to travel to Dallas, TX to attend Time to Revive Training. MIPs will be responsible to raise the necessary funds for their travel expenses. They **may not** begin raising any other support funds **until after they have completed training**. Training will include the following areas:

- Ministry Partner Development (fund-raising)
- Time to Revive DNA Training (*Understanding the heart and history of TTR, how they operate, etc.*)
- Overview of Potential Roles
- Computer Training (*For programs used in the ministry; i.e. Gmail, Google Drive, etc.*)
- Learning to Work Together (*Review of individual gifts and strengths*)

Setting Goals

The MIP will work one-on-one with Allen Eash, Team Member Financial Coordinator, to establish:

- Annual Budget (Salary and Ministry Expenses)
- Short-term Fund Raising Goals
- Target Date for Achieving Full Support

Fundraising

The MIP will focus most of their time and attention on fundraising until the 100% goal is reached. Activities will include:

- Supporter/Partner List
- Create Fundraising Materials
- Raise Support (*Enough to cover their salary and ministry expenses, plus a 10% Time to Revive Administrative fee and contribution to their travel fund.*)
- 100% of First Year Support Raised or Pledged (*Necessary to be considered a Team Member*)
- Encouraged to Reach 100% of Support Within 100 Days (*Though not required*)
- Submit Monthly Giving Reports
- Use MPDx, (*A software program that tracks donations*)
- Give Regular Updates to Supporters

Travel

TTR Team Members are expected to be available for travel to state and national cities to encourage and support the local church. Travel expenses will be reimbursed from the team member's ministry account.

“Come and See” Insight Trip

Each year, TTR Team Members will be expected to invite 25% of their supporter-base to “come and see” an outreach event, where a donor will join the team member in the field for 2-3 days.

Payment, Support, & Salary

TTR Team Members and donors will understand that all support funds raised by the team member will go to and be controlled by Time to Revive. (This is called “deputized fundraising”.) Time to Revive will track these support dollars and hold them in an account designated for the Team Member's salary. Once a team member becomes active, salary payments will be made to the team member each pay cycle.

Annual Evaluation

TTR Team Members will go through an performance evaluation and budget adjustment each year prior. Any adjustment financial goals will take place at this time.

Completion of Assignment

If a TTR Team Member no longer feels called to serve the Lord through Time to Revive, all support funds raised will remain with Time to Revive. The team member and/or TTR will follow up with donors via phone to invite ongoing support.

Upon completion of the TTR Team Member assignment, each team member will participate in an exit interview. The exit interview will address the following:

- TTR Team Member Evaluation of Time to Revive
- Evaluation of the TTR Team Member
- Developing a Plan for Supporter Communication
- Audit of TTR Team Member's Financials

A DAY IN THE LIFE OF A TTR TEAM MEMBER

If you become a TTR Team Member, following is a list of the types of things that will fill your day, though it may vary from day to day and person to person, and is not all-inclusive.

- **Represent TTR at Events** – Your primary role will be to support the Core Leadership locally and at a state level. You will be expected to honor their leadership and their needs. As requested by the TTR Staff, you may be asked to come to other states (or countries) to support the work in past, present, or future cities. Though it would be nice to have all TTR Team Members present at every location, it is not feasible. If there are plans locally, it will be imperative that you follow through on your obligations.
- **Ongoing Support Raising** – Fundraising doesn't stop when you reach 100%, therefore you should spend 3-10 hours per week for ongoing appointments.
- **Tracking Funds** – A huge part of your job will be staying on top of your donations. You'll need to watch for any changes and follow-up accordingly.
- **Connecting with Supporters** – You will work hard to get your supporters, and will want to make sure that they feel connected, informed, and valued. You will want to make it a priority to send monthly updates which focus on your ministry (and less on you personally). Additionally, it would be good to create a calendar that helps you to remember special days (birthdays, anniversaries etc). You will need to send texts, and make brief phone calls and occasional visits to keep the relationship strong. These folks could be lifelong supporters and friends for you and the ministry.
- **Promote the Ministry** – There will be opportunities for you to talk about Time to Revive in an official capacity. Perhaps a church would like to know more. You should also be a part of a larger strategy with the area's Core Leadership to reach out to the churches in your area that are not yet involved.
- **Fellow MIP/Team Member Support** – With so many MIPs and TTR Team Members, TTR's hope is that they will all be intentional in supporting each other.
- **Discipleship** – TTR asks people in every city to be a disciple-maker for a new or growing Christian. It would be beneficial for you to be a disciple-maker in your own area, so you can bring your experience to other cities.
- **Spiritual & Personal Growth** – You will need to make sure that you are spending time in the Word and learning from Jesus' model, leaning in to hear from the Holy Spirit, and pulling your security and identity from Father God. This will be your grounding, and it will be vital for your ministry. In addition to spiritual growth, there will be times when it will be helpful to engage in personal growth in a certain area or focus.
- **Personal Prayer Team** – Spiritual warfare is real, and there will be tough and amazing days ahead. You will need to hand-select a group of people that will go to battle in prayer for you, your family, and this ministry. You will keep this team updated on how they can be lifting you up in prayer.
- **Strengthen Your Marriage & Family** – You will need to be intentional in keeping your marriage and family strong. Travel and working side-by-side with a spouse, or being separated for long periods of time, can take its toll. You must guard and protect it! TTR will want you to seek assistance if needed.
- **Mentoring** – It is healthy to be mentored and to be a mentor. TTR will provide a coach for you for the first year, but you should consider who can mentor you after that point. You should try to choose someone who has ministry experience. As you are able, it will be good to also mentor others, especially MIPs who come after you.
- **Sharing the Gospel** – You will be expected to continue "going out" with the intention of seeking someone who needs the hope of the Gospel. You should be aware of your home church's evangelism ministry and how you can encourage the leadership to raise up people with a lifestyle-verses-event mentality of sharing their faith.



COMPARISON OF TEAM MEMBER STATUS OPTIONS

FULL-TIME	PART-TIME (NEW!)	REIMBURSED VOLUNTEER
Description - FT hours & salary - No second job	Description - Less than FT hours & FT salary - Similar to full-time, except you are able to have another paying job, if it is approved and flexible enough to allow for TTR role & travel (1 week minimum for each reviveCITY outreach)	Description - No salary - Able to have reimbursable expenses from your ministry account
Amount to Fundraise (Budget) - Salary + Benefits - Ministry Expense Account - Admin Fee (10% of budget or \$5000 if your total amount to fundraise is below \$50,001)	Amount to Fundraise (Budget) - Portion of salary - Ministry Expense Account - Admin Fee (10% of budget or \$5000 if your total amount to fundraise is below \$50,001)	Amount to Fundraise (Budget) - NO salary - Ministry Expense Account - Admin Fee (10% of budget or \$500 if your total amount to fundraise is below \$5,001)
Tax & Money Implications - 2x/month direct deposit salary - Training/travel costs will be reimbursed from your available ministry account - Legally you <u>cannot</u> donate to your account.	Tax & Money Implications - 2x/month direct deposit salary - Training/travel costs will be reimbursed from your available ministry account - Legally you <u>cannot</u> donate to your account.	Tax & Money Implications - No salary - Ministry expenses are tax deductible as a volunteer. - You <u>can</u> donate to your account, because it's similar to going on a mission trip.
Accountability - Monday team mtgs (watch live) - Follow Team Handbook - Performance Review(s) - Approval is required to switch to part-time status (if initially requested full-time)	Accountability - Monday team mtgs (watch live or later) - Work agreement letter - Follow Team Handbook - Performance Review(s) - Approval is required to switch to part-time status (if initially desired full-time)	Accountability - Monday team mtgs (watch live or later) - Work agreement letter - Follow Team Handbook - Informal Check-ins with State Leadership - Volunteer Form (release of payment)
reviveSCHOOL - Daily Bible readings expected - Weekly small group is expected	reviveSCHOOL - Daily Bible readings expected - Weekly small group is expected if you are available.	reviveSCHOOL - Daily Bible readings expected - Weekly small group is encouraged
Pros - Web page for donations; It will indicate your status - 40-45 hours/week expected	Pros - Web page for donations; It will indicate your status - You determine hours worked based on your work agreement letter	Pros <i>Same as Part Time option</i>
Cons - Participation begins after 100% funding is raised - PTO (vacation/sick time) is provided; 3 weeks your first year plus one week at Christmas - Eligible for TTR benefits (To be paid out of your salary)	Cons - Participation begins after 100% raised - No PTO if less than 30 hours/week. Take vacation in your off-hours. - NOT eligible for TTR benefits.	Cons - No PTO time; Take vacation in your off hours. - Start when ministry funds are in your account; No reimbursement if lacking funds.