

Prestonwood Intern Ministry



MINISTRY RESOURCES



A BRIEF HISTORY OF PRESTONWOOD BAPTIST CHURCH

Prestonwood Baptist Church began on February 6, 1977 as a mission of Northway Baptist Church, which saw the tremendous need for a vibrant church in North Dallas. The church was planted under the pastorate of Dr. Bill Weber.

Services were held at the Fretz Park Recreation Center for the first two years. On February 24, 1979, Prestonwood moved to its first 700-seat building at the corner of Hillcrest and Arapaho. After experiencing tremendous growth, a 4,000-seat Worship Center was completed in February 1983. The church continued to grow rapidly through the 1980's nearing 11,000 members.

In 1989, Dr. Jack Graham was called as pastor. As God continued to bring people to Prestonwood, it soon became apparent that the existing space would not be sufficient for the growing membership.

In the summer of 1994, with membership topping 14,000, Pastor Graham asked the congregation to join him in seeking God's direction for the future of the church. In August of that year, the church approved the purchase of a beautiful 140-acre site in north Plano, at the intersection of West Park Boulevard and Midway Road.

On Sunday, March 23, 1997, more than 6,000 gathered to celebrate the groundbreaking for Phase One of the Master Plan.

Two years later, on Sunday, May 2, 1999, Prestonwood celebrated its inaugural service in a new 7,000-seat Worship Center. With more than 17,000 attending, it was clear God was still moving and growing the church. In an effort to reach more people with the Gospel of Jesus Christ, Saturday night worship and Bible studies were added. On Sundays, an additional morning service was added.

With membership approaching 22,000, space in the new facilities became limited once again. Pastor Graham led the church in a season of prayer and fasting. *Living Faith*, a call to spiritual awakening, was born. On Nov. 10-11, 2001, more than \$36 million was committed to *Living Faith*. On Jan. 12-13, 2002, Prestonwood celebrated the groundbreaking of Phase II. The grand opening celebration for Phase II, now known as the West Wing, was held on August 16-17, 2003. This addition includes a full-service café, student ministry facilities, a 600-seat chapel and much more.

The third phase of growth is underway as our 26,552 members faithfully engage in *Beyond All Limits*, which will broaden the reach of Prestonwood through television and media, a new children's facility, a dynamic ministry training center, and the opening of the North Campus.

The ability to impact our community for Christ continues to expand as God tremendously blesses our congregation and facilities.

TELEPHONE ETIQUETTE

In order to maintain effectiveness and sensitivity with incoming calls, the following guidelines must be followed:

1. It is vital that you answer your telephone when it rings.
2. You must ensure that your voicemail system is set up correctly ... which includes recording your name and your primary voicemail greeting. If you do not set up your voicemail box correctly – your name and extension will not register in the automated phone directory. Should you have questions about your voicemail, please contact the IT helpdesk at helpdesk@prestonwood.org.
3. Your voicemail script should include the following:
 - Your name
 - Your department
 - A brief message telling the caller that they may leave a message and that you will return the call
 - A brief message telling the caller that they may contact a live person (A sample is provided.)

“If you would like immediate assistance, you may press “0” for the operator.”

4. When answering an outside call, you should always greet and identify yourself by name. For example, “*Good Morning, this is John. How may I help you?*”
5. If you are unable to return a call the same day or the next day, your departmental secretary must place a courtesy call explaining your schedule, offer other help, and/or gather any information that might assist you when you are able to return the call.
6. **Extended Absence** – If you expect to be away from your office for an extended period of time, please change your primary voicemail greeting to indicate how long you will be gone and with directives of how to reach someone else. You, or a designated person, should check your voicemail at least once-a-day when you are away from your office for an extended period of time.
7. **Ongoing** – You should check voicemail at least once an hour and review voicemail throughout the weekend for last minute announcements, messages, schedule changes, etc.
 - While voicemail is an enhancement in our ability to receive telephone calls, it should never be used in lieu of personal contact.
 - Be aware that it is very discouraging for outside callers to believe that their call is not important enough to be returned in a timely, professional manner.

HOSPITAL VISITATION GUIDELINES AND PROCEDURES

A hospital visit is an important aspect of your ministry responsibilities as you are representing our Pastor and the church, and providing much needed words of counsel, prayer, and encouragement.

When making a hospital visit:

- Call the hospital to verify that the individual is still admitted and to obtain the room number.
- Upon your arrival, gently knock on the door and introduce yourself to let the patient know you are there.
- Always be sensitive to the patient's condition – your visit should not be long.
- If the patient is asleep or unavailable, simply leave a short note.

When making a visit to someone scheduled for surgery:

- Contact the patient or family member at least one day prior to the scheduled surgery and ask if you may go to the hospital to pray for them before the surgery.
- Plan to arrive at the hospital at least one hour prior to the scheduled surgery.
- Be very sensitive to time – make your visit brief.

When making a visit in the Intensive Care Unit (ICU):

- Go to the nurses' station and introduce yourself as a staff member from Prestonwood, and ask their permission to visit this respective patient.

While there, look for family and friends of the patient who might be in the nearby waiting room and offer to pray with them.

PRINCIPLES OF MINISTRY

The Foundation of our Ministry is Character.

“Let each one take care how he builds upon it. For no one can lay a foundation other than that which is laid, which is Jesus Christ. Now if anyone builds on the foundation with gold, silver, precious stones, wood, hay, straw--each one's work will become manifest, for the Day will disclose it, because it will be revealed by fire, and the fire will test what sort of work each one has done. If the work that anyone has built on the foundation survives, he will receive a reward.”

— 1 Corinthians 3:10-14

The Nature of our Ministry is Service.

“If I then, your Lord and Teacher, have washed your feet, you also ought to wash one another's feet. For I have given you an example, that you also should do just as I have done to you. Truly, truly, I say to you, a servant is not greater than his master, nor is a messenger greater than the one who sent him.”

— John 13:14-16

The Motive of our Ministry is Love.

“For the love of Christ controls us...therefore, we are ambassadors for Christ, God making his appeal through us. We implore you on behalf of Christ, be reconciled to God.”

— 2 Corinthians 5:14,20

The Measure of our Ministry is Sacrifice.

“I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.”

— Romans 12:1-2

The Authority of our Ministry is Submission.

“Submit yourselves therefore to God. Resist the devil, and he will flee from you. Draw near to God, and he will draw near to you. Cleanse your hands, you sinners, and purify your hearts, you double-minded.”

— James 4:7-8

The Purpose of our Ministry is the Glory of God.

“For you were bought with a price. So glorify God in your body.”

— 1 Corinthians 6:20

The Tools of our Ministry are the Word of God and Prayer.

“If you abide in me, and my words abide in you, ask whatever you wish, and it will be done for you.”

— John 15:7

The Privilege of our Ministry is Growth.

“So neither he who plants nor he who waters is anything, but only God who gives the growth.”

— 1 Corinthians 3:7

The Power of our Ministry is the Holy Spirit.

“This is the word of the LORD: Not by might, nor by power, but by my Spirit, says the LORD of hosts.”

— Zechariah 4:6

The Model of our Ministry is Jesus Christ.

“That I may know him and the power of his resurrection, and may share his sufferings, becoming like him in his death.”

— Philippians 3:10

PROFILE OF A MINISTER OF THE LORD JESUS CHRIST

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A call to serve the Lord Jesus is the greatest calling of all. To be an effective servant of our Savior, several essential characteristics must be cultivated.

A servant of our Lord must be:

1. Spiritually Alive and Growing

He should give evidence of being genuinely converted, of being born again (John 1:12; 3:3-8). This is foundational. One who would lead others to know, love and obey the Lord Jesus must first of all be a spiritual man. He must experience a daily and intimate walk with Jesus Christ. He must understand the ministry of the Holy Spirit, live the Spirit-filled life (Eph. 5:18), and bear the fruit of the Spirit (Gal. 5:22-23). His life should be characterized by the practice of spiritual disciplines such as reading God's Word, prayer, Scripture memory, fasting and personal worship (Heb. 5:12-14). His greatest ambition should be to love God with all his heart, soul and mind (Matt. 22:37). His lifestyle should be one of personal holiness (1 Pet. 1:15-16). Above all else, he should be a man of God (Psalm 1).

2. Biblically Knowledgeable

Since the Bible is the supreme standard for faith and conduct (2 Tim. 3:16-17), he should have a thorough grasp of both the Old and New Testament. He should be familiar with the people, places and themes of biblical history. He should know the Bible in such a way as to be readily able to apply it to everyday issues of life (see Psalm 119).

3. Theologically Grounded

He should have a thorough grasp of theology – biblical, systematic, historical and practical (2 Tim. 2:15). He should know what he believes, why he believes it, and he should be able to articulate his theological beliefs to the church and world (1 Pet. 3:15). The theological depth and maturity of the church will be no greater than that of its leaders.

4. Didactically Prepared

Since preaching and teaching are the primary means by which he will influence others for God, the servant of Christ must be able to interpret, explain, illustrate and apply the Word of God to his generation (2 Tim. 4:1-6). Therefore, he must not only know how to prepare messages which are biblical and Christ-centered but ones which are also clear and understandable. He should be able to proclaim God's Word with passion, clarity and authority. He should know the value of time alone with God in preparation and be disciplined to incorporate that into his life.

5. Historically Informed

A servant to the Church should be knowledgeable about the major persons, events, movements and councils of church history. This should include a thorough awareness of Baptist history in particular. He should be especially knowledgeable about the return to evangelical foundations in the Southern Baptist Convention and why it needed to happen.

6. Evangelistically Active

He should be a personal witness and soul-winner. He should be actively seeking to reach those who are spiritually lost with the gospel of God's grace (Dan. 12:3; Luke 19:10). He should have a list of persons whom he is personally seeking to bring to trust in Christ as Lord and Savior.

7. Mission Minded

Since God loves all the peoples of the world, a servant of Christ should have a growing heart for the evangelization of the world (Matt. 28:16-20). He should be one who prays for missions, supports missions financially and is willing to go as a missionary as God leads. He should experience at least one home mission project and one international mission project early in his ministry.

8. Competent to Lead

Since everything rises and falls on leadership, the minister of the Gospel should be able to help lead a church to fulfill its God-given purpose. He should be able to cast the vision for the church and then motivate and mobilize the church to move forward in fulfilling the vision (Prov. 29:18).

9. People Oriented

He should be able to relate to all kinds of people. He should have a genuine love for all people (Acts 10:34; Gal. 3:28; 1 Cor. 10:33-11:1) and a deep desire to see them grow in the grace of God. He should be a person who continually seeks to develop and grow in his people skills (Eph. 4:15).

10. Administratively Competent

Since effectiveness in ministry is greatly enhanced by involving others in ministry, he should learn to work with a staff of other equipping ministers and support staff. He should be able to supervise, delegate, and evaluate a staff team of ministry leaders as well as lay people (Rom. 12:3-8).

11. Competent to Equip Others for Ministry

Since every Christian has been given spiritual gifts for ministry, the minister should be able to equip others to discover, develop and deploy his spiritual gifts in ministry (Eph. 4:11-16).

12. Lifelong Student

He should develop study habits which result in his being a student for life. He should have in his personal library no less than 600 books to start!

13. Denominationally Knowledgeable

He should have a thorough understanding of Southern Baptist denominational life and polity. He should be knowledgeable about the work of the Southern Baptist Convention and its various boards and agencies. He should understand the work at the state conventions and associations and how all of these relate to one another in carrying out kingdom enterprises.

14. Culturally Aware

God's servant should be aware of the broader evangelical and theological world and should be willing to relate to other evangelicals in seeking to be salt and light to a culture in decay (Matt. 5: 13-16).