



# CALVARY CHAPEL BIBLE COLLEGE MEXICO

A MINISTRY OF C.C. HORIZONTE

## STAFF FACT SHEET

Eligibility: Staff must be 18 years or older. The number of staff accepted at any one time may be limited, depending on the time of year and the needs of the ministry.

Term of Service: All staff serve for a 4-month probationary term. After reviewing the staff member's performance, CCBC:Mexico leadership may invite him or her to stay for a longer term.

Requirements: Staff must be willing to work very hard in a Christ-honoring setting. Interns are expected to adopt the Bible College's Ministry Philosophy (attached). Spanish language skills are NOT a requirement for most positions.

Application Process: Those interested must download the application packet from [ccbcmexico.com/staff](http://ccbcmexico.com/staff). Return the application by email or fax as listed on the first page. Email or call 646-124-24-25 or [info@ccbcmexico.com](mailto:info@ccbcmexico.com) with any questions.

Housing: There will be very basic housing on the Bible College site. This includes hot showers and a bunk with mattress. Some rooms have no attached bathroom (nearest bathroom is 100 yards away in some cases). Staff housing is assigned on a priority basis. If no housing is available, CCBC:Mexico leadership will assist new staff to find a rental in town. Living on campus involves becoming a part of the Bible College community, which is weighty responsibility.

Security: All prospective staff need to be aware of multiple security risks in Mexico. Cars and valuables have been stolen in and around both the church and Bible College grounds and staff have been threatened physically. These incidents are rare and isolated, but nonetheless something to prayerfully consider before committing to a stay in Mexico. Vigilance and an increased presence on the grounds are key to preventing such incidents in the future. **All staff men living on site will be called upon for security duty in week-long rotating shifts.** The role of on-duty security is to be on campus or to find a replacement, as well as other routine tasks.

Transportation: To arrive in Ensenada from San Diego by personal vehicle, please see [www.ccbcmexico.com/directions](http://www.ccbcmexico.com/directions). To arrive via public transit, please email [info@ccbcmexico.com](mailto:info@ccbcmexico.com) for directions. If a staff member does not have his/her own car, that should not be a problem. Carpools are typically available to all *necessary* functions. For those with a car, Mexican insurance costs \$170 per year and can cover up to two drivers. This is available in Ensenada.

Food: Food will be prepared in the dining hall. Staff may need to assist with preparation and cleanup under the direction of the kitchen manager. Medically valid dietary restrictions will be taken into consideration, but food preferences will not. It costs about \$150 per month to feed each person. All long-term staff (or friends, family, or home church on the staff member's behalf) must contribute this amount to help cover costs. If your situation does not allow this, please discuss it with the college before accepting the position.

Utilities: The Bible College will cover all of the utilities costs for the staff, including use of the washing machines. Staff will be trained to exercise extreme stewardship of water, gas, and electricity. Clothes must be hang-dried, showers must be short, military-style, and other standard conservation techniques will be enforced. Internet is available on campus, but personal usage is restricted to email and very few text-based internet searches only.

Packing: Staff will need a sleeping bag or bedding, as well as clothing, towels, basic toiletries, a flashlight, and laundry soap. When planning your clothing, keep in mind that winter is cold, spring is rainy, summer is hot, and fall changes from hot to cold very quickly. Please do not bring any unnecessary valuables. You will want to bring some spending money. You should consider bringing fun stuff, such as a surfboard, mountain bike, pellet gun, or other sports equipment. Space is limited. A laptop is recommended. If your job assignment involves working outside, you will need bug repellent, sunblock, a wide-rim hat, and strong work shoes. Rain boots and a rain jacket are necessary between December and April.

Please do NOT bring any video games, secular music, or any movies or media that cannot be described as wholly edifying.

You must bring documents to reenter the U.S. Either a passport OR government-issued photo ID AND birth certificate. A passport will be required starting February 2009.

Be sure to check with your cell phone provider before making or accepting any calls or text messages in Mexico. You can buy a phone here for \$30 and pay \$1 for each 15 minute phone call to the States, but there's no cell reception on campus yet (reception is about a mile away).

Schedule: A typical weekly schedule is as follows:

Sunday 9-12 Church Afternoon off	Monday 7am Staff Meeting & Devotion 7:30-4 Work	Tuesday 7am Staff Meeting & Devotion 7:30-4 Work	Wednesday 7am Staff Meeting & Devotion 7:30- 4 Work 7pm Church	Thursday 7am Staff Meeting & Devotion 7:30-4 Work	Friday 7am Staff Meeting & Devotion 7:30-4 Work	Saturday Off
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The schedule is subject to change. Other ministry events may take precedence over normally scheduled activities. Each staff is expected to put in at least 40 hours of work per week at the Bible College.

All on-site staff are required to complete routine chores. Cooking, cleaning, and other chores often account for two additional hours per week. Additionally, staff are expected to attend two worship services each week, at least one of which will be Calvary Chapel Ensenada. Due to the very intense nature of the work, it is not advisable to make outside commitments during your term. You will need most of your free time to rest. Time must be scheduled with a mature consideration of the effect on the Bible College ministry.

Behavior: Staff members are expected to exhibit exemplary behavior. Their influence on students must be above reproach.

Many staff members will be assigned a more senior staff member as a mentor. Mentors will disciple and guide their staff during work hours. Mentoring styles vary; not all mentors will take a formal approach.

Mail: Staff may receive mail at the Bible College address:

CCBC Mexico ATTN: Your  
Name PO Box 8235 Chula  
Vista, CA 91912 USA

Mail is checked every 1-2 weeks. Please ask your friends and family to not mail you anything in the last 3 weeks of your stay. Under NO circumstances may you file a change of address with the Post Office changing your address to or from this address.

Home church: Whether or not a staff member is a supported missionary, he or she must list a home church on the application. All reviews and disciplinary action, when necessary, will be directed to the pastor listed on the application.

# Calvary Chapel Bible College Mexico

## Vision

A place for believers to be rooted in God's Word and raised up by Him to reach the world for Christ.

## Ministry Philosophy

The service of each CCBC:Mexico staff member will be known by the following qualities.

### *Love*

Seek the good of students, guests, and other staff before your own.

- Sacrifice your time for each other.
- Honor your fellow servants by keeping conflicts private. (1 Peter 4:8)
- Spur one another on to good works. (Hebrews 10:24)

### *Joy*

"Serve the Lord with gladness." Psalm 100:2

- Enjoy this season of service!
- In prayerful humility, allow your attitude to be controlled by the Holy Spirit.

### *Servanthood*

"...where I am/ there my servant will be also." John 12:26

- Recognize the needs of the ministry and fulfill them, whatever they are, as invisibly as possible.

### *Purity*

"...be an example to the believers in word/ in conduct/ in love/ in spirit/ in faith/ in purity." 1 Timothy 4:12

- Sanctify your eyes, ears, mind, and tongue.
- Fill your time with spiritual disciplines, service, fellowship, and rest rather than entertainment.

*"If you know these things/ blessed are you if you do them." John 13:17*