



# Japan English Centers Ministry

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Rev. Takuzou Ikeda  
Hisai Center  
Director

Rev. Keiichi Ito  
Seto Ichibaku Center

Dear Applicant,

Greetings in the name of our Lord, Jesus Christ!

Thank you for your interest in and prayers for the 98% of the Japanese population who are non-believers. There is still much labor to be done in this country!

This year (2002-2003), five Christians are serving Japanese churches through Japan English Centers Ministry, teaching English and sharing the Good News with their students daily.

We are now looking for missionaries to serve with us starting **September, 2002**. Enclosed is an information sheet with an overview of our program, and application materials.

Please pray and see if God is leading you to this exciting ministry of His with us in Japan. Qualified applicants will be accepted on a first come first served basis. It is not too soon to start filling out the application now!

Please follow these steps to complete your application file:

1. Prepare six stamped self-addressed envelopes for your references.
2. Distribute the envelopes along with **copies** of one of the enclosed reference forms to the six people you list on the back of the application. They should return their completed reference directly to you sealed in the envelope you provide within one week. **DO NOT OPEN** these envelopes !. (You may consider sending more than the required references so that your file can become complete more quickly) There are three different reference forms:
  - A. **Self-Reference:** Please fill this form out yourself.
  - B. **Employer/Teacher Reference:** This form should go to the person you list under #2 on the back of the application. The Employer/Teacher Reference does not necessarily have to go to a Christian.
  - C. **General Reference:** This form should go to your other five Christian references who know you well. Remember, you will need to **photocopy** the enclosed form at least four times in order to have five copies total.
3. Request all post-secondary schools you have attended to send copies of your transcripts.
4. **Complete and return the materials to us in one packet!** Your application packet **must** include your: a.) completed application; b) complete answers to the attitudinal/doctrinal questions; c.) seven completed references (6 sealed in envelopes + your self-reference form); d.) post-secondary school transcripts. *Incomplete packets will **not** be considered!*

If you know of anyone else who would be interested in this ministry, please forward this information to them. We would be glad to send an application package to them upon receipt of their request.

Please feel free to contact us with any questions by fax, e-mail, and/or post. Thank you again for your interest in our ministry. We look forward to hearing from you soon.

# Japan English Centers Ministry

## Direct Hire Application

### Personal Information (Please type or print)

Full Legal Name \_\_\_\_\_  
(last) (first) (middle)

Preferred Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Present address \_\_\_\_\_ Parent's names \_\_\_\_\_

Home phone \_\_\_\_\_ Permanent address \_\_\_\_\_

Work phone \_\_\_\_\_

FAX or email address \_\_\_\_\_ Permanent phone \_\_\_\_\_

Best time and place to reach you by phone \_\_\_\_\_

Age \_\_\_\_\_ Birthday \_\_\_\_\_ Place of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_

Gender  Male  Female Height \_\_\_\_\_ Weight \_\_\_\_\_

Do you have a passport? \_\_\_\_\_ Expiration date \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_

Marital Status  Single  Engaged  Married  Widowed  Separated  Divorced  Remarried

Date of marriage/expected date of marriage \_\_\_\_\_

Do you have any children? \_\_\_\_\_ If so, what are their ages? \_\_\_\_\_

The term is for 1 year, beginning in September. When are you available for service? (mm/dd/yyyy) \_\_\_\_\_

How and when did you first hear about this program (*please be specific*)? \_\_\_\_\_

Who was most influential in your decision to apply to this program? \_\_\_\_\_

What sports, hobbies, or musical instruments to you enjoy? \_\_\_\_\_

### Post Secondary Education History

Name of school	Dates attended	Major/Minor	Degree/Hours completed

If you are currently a student School ends \_\_\_\_\_ School begins \_\_\_\_\_

### Employment History

Place of Employment	Dates Employed	Description of Responsibilities

## Church History

Church you are currently attending Name _____ Denomination _____ How long have you attended? _____ Address _____	Church membership/Home Church ( <i>if different</i> ) Name _____ Denomination _____ How long have you attended? _____ Address _____
Phone _____ Pastor _____ Missions Director _____ Pastor who knows you best _____ Have you ever been baptized? _____	Phone _____ Pastor _____ Missions Director _____ Pastor who knows you best _____ If so, when? _____

**Please answer the following questions on a separate sheet of paper.**

1. Please enclose a 1 page testimony that describes how and when you became a Christian and the major influences on your spiritual development.
2. Describe your current devotional life and how you have grown spiritually in the past year.
3. Why do you want to participate in the Japan English Center Ministries' program?
4. What Christian ministries or activities are you currently involved in?
5. What experiences, training, or responsibilities have you had which will equip you for cross-cultural ministry?
6. Describe two quality friendships you have built recently. What are some personal challenges and rewards you have encountered?
7. How does your family feel about your involvement in missions?
8. Have you been under medical or psychiatric care in the past year? If yes, please explain.
9. Do you have any history of alcohol or substance abuse, anorexia, or bulimia? If yes, please explain.

## References

Please list names, addresses, phone numbers, and number of years known of people who will serve as references. List people who have known you for a minimum of one year. Do not include relatives or fiancé(e).

<b>Pastor</b> Name _____ Address _____ Phone _____	Years known _____	<b>Employer/Teacher</b> Name _____ Address _____ Phone _____	Years known _____
<b>A leader who has observed you in a Christian context</b> Name _____ Address _____ Phone _____	Years known _____	<b>A close friend</b> Name _____ Address _____ Phone _____	Years known _____
<b>A close friend</b> Name _____ Address _____ Phone _____	Years known _____	<b>A close friend</b> Name _____ Address _____ Phone _____	Years known _____

*We may request additional references from the individuals listed.*

In order to guarantee confidentiality to those submitted as references, you may waive your right to review these references. If you do not waive this right, understand that your references may be less candid, knowing their comments are not confidential. Please read each of the statements, (✓) check the appropriate place and sign the statement below.

**I waive my right** to a review of my references according to the Freedom of Information Act and the Family Educational Rights and Privacy Act of 1974.

**I do not waive my right** to personally examine references and file material submitted in connection with this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please include this form and your answers in the same packet with your other materials. Mail the packet to Japan English Center Ministry, Hisai Bible Church, Heki-cho 7837-2, Mie-ken, Hisai-shi 514-1138 Japan

# **JAPAN ENGLISH CENTERS MINISTRY**

## **Information Sheet**

<b>Name of Job</b>	Japan English Centers Missionary
<b>Description of Ministry</b>	He/She will be assigned to a specific local church and be responsible to teach English classes, English Bible Studies, give his/her testimony in chapel times and church services, and engage in other supplemental activities so as to achieve the greatest possible impact in discipling the Japanese into the local church.
<b>Organizational Position</b>	Is under the direct authority of the local pastor.
<b>Qualifications</b>	A maturing disciple of Jesus Christ whose life the fruit of the Holy Spirit is evident. Is committed to communicating the Gospel of Jesus Christ in a relevant manner through the JEC Ministry. Is committed to working with and for the Japanese church. Has completed at least two years of post-high school education and is at least 21 years of age. If married, a faithful member of a Christian home. Is a citizen of the United States or Canada, and a native English speaker. Has prayer support of 70 to 100 Christians.
<b>Term of Service</b>	12 months - beginning in September.
<b>Places of Service</b>	There are positions in the greater Nagoya area.
<b>Remuneration</b>	The following will be completely arranged and paid for by the church: on-field training, monthly rent, Japanese Health insurance (after 3 month residency), and a monthly salary. The salary is 105,000 yen per month. One way <i>return</i> airfare will be paid for those staying for 12 months or longer. (Air fare to Japan must be provided by the teacher)

## Attitudinal & Doctrinal Questionnaire

### ATTITUDINAL QUESTIONS

Please answer the following questions on separate paper. Typewritten answers are preferred. If this is not possible, write clearly in black ink. Please type/rewrite each question before your answer and give a concise, but complete answer.

#### 1. CROSS-CULTURAL EXPERIENCE

- A. Previous overseas experience: list country, dates, length of stay and purpose of each experience.
- B. What do you anticipate will be the greatest adjustment for you living in Japan?
- C. What contact have you had with people of other cultures, races, nationalities and religions which lead you to believe that you can work harmoniously with them?
- D. List your specific objectives for your time overseas -- personal and ministry.

#### 2. PRACTICAL CONSIDERATIONS

- A. Are you in debt? \_\_\_ yes \_\_\_ no If yes, please list your total indebtedness.

Source of Debt	Total Debt	Monthly Payments

- B. Do you have any other financial responsibilities or obligations? If yes, please explain.
- C. How do you get along on a limited budget?
- D. Do you have any specialized skills or training? (musical abilities, sign language, artistic abilities, etc.)

#### 3. SPIRITUAL LIFE

- A. What do you consider to be your spiritual gifts? How have you seen them confirmed in your life and ministry?
- B. What are your habits of Bible study and prayer? Indicate specific areas of recent growth and areas where you'd like to grow.
- C. Describe your personal evangelism philosophy and practices.
- D. How do you feel about working with people of all denominations?
- E. What is your view of the "charismatic" gifts, such as speaking in tongues, etc.? How do you feel the charismatic gifts should be exercised? How do you feel about working with believers whose perspectives on the charismatic gifts differ from yours?

#### 4. MINISTRY

- A. How are you involved in your church? How are you involved in other Christian groups or organizations?
- B. Describe an experience you have had sharing Christ with another person.
- C. What do you believe are your ministry strengths?
- D. What specific areas of your ministry would you like to see developed or improved?
- E. What concerns you most as you consider serving as a missionary?

#### 5. AUTHORITY

- A. How do you relate to those who have authority over you in work and ministry? Describe a situation in which you had a conflict with someone in authority. What did you do?
- B. What are your views on working under Japanese leadership even if the leadership may be more conservative or have a different style of leadership than you prefer?
- C. Would you be willing, if requested, to refrain from teaching certain doctrines and practices which may be unique to your denomination or tradition?

- A. How did you come to the decision to apply with Japan English Center Ministry?
- B. What are your long-term goals? How will this experience help you reach your goals?
- C. How do you feel about yourself currently? If you could change one or two things about yourself, what would you change?
- D. Have you ever dealt with such problems as depression, moodiness or anxiety? (Please explain)
- E. Briefly describe your relationship to your family and their response to your desire to serve as a missionary.
- F. Are there any limitations or problems which would hinder you from going to Japan, prevent you from having an effective overseas ministry, or necessitate your return from the field?
- G. How do interpersonal tensions and differences affect you? Describe a recent interpersonal conflict and how you resolved the conflict and dealt with its affects on you.
- H. How do you react under stress and pressure? Give at least two examples of things that cause you the most stress and how you manage the stress.
- I. Do you have any phobias (heights, insects, enclosed spaces, etc.)? If yes, please describe.
- J. If single, how do you feel about being single? Are you seriously dating anyone or contemplating marriage in the next two years? If yes, please explain.
- K. If married, please describe your marital relationship. What are the strengths and weaknesses of your relationship? In what areas are you compatible? Incompatible? Do both of you feel led to serve in Japan with this program?

## DOCTRINAL QUESTIONS

Please answer the following questions on separate paper, using only the Bible or a concordance as outside help. Please rewrite the question and type or print carefully in black ink. Do not make your answers unnecessarily long, but write enough to cover each subject fully.

### 1. GOD AND HIS WORD

- A. Share your concept of God the Father.
- B. Who is Jesus Christ?
- C. What is the significance of Christ's death?
- D. What is the significance of Christ's resurrection?
- E. What is the function of the Holy Spirit in salvation?
- F. What is the function of the Holy Spirit in your daily life?
- G. The Bible speaks of itself as the "inspired Word of God." What does that mean?

### 2. HUMANITY

- A. What is the difference between humanity and other living creatures?
- B. Are humans basically good or basically evil?
- C. How does one gain salvation?
- D. What does it mean to "believe in Christ?"

### 3. CHRISTIAN LIFE AND THE CHURCH

- A. How do you deal with sin in your daily life?
- B. How do you maintain personal holiness?
- C. What is the "church?"
- D. Have you ever been baptized? When? What was its significance to you?

*Please include this form and your answers in the same packet with your other materials Mail the packet to:*

**Japan English Center Ministry, Hisai Bible Church, Heki-cho 7837-2, Mie-ken, Hisai-shi 514-1138 Japan**

# JAPAN ENGLISH CENTERS MINISTRY

## Reference Form

Reference for: \_\_\_\_\_ Date: \_\_\_\_\_

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what relationship (pastor, spiritual leader, friend, etc.)? \_\_\_\_\_

Please check the statements which indicate(s) the circumstances under which you know the applicant:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Lengthy personal discussions  | <input type="checkbox"/> Working together in a group | <input type="checkbox"/> Brief personal discussions |
| <input type="checkbox"/> Observation in group activity | <input type="checkbox"/> Dorm-mate, roommate, etc    | <input type="checkbox"/> Only casually              |

I have contact with the applicant:  weekly  monthly  a few times a year  less frequently

Please rate the applicant on the following characteristics based on a scale of 1 (low) to 5 (high).

GENERAL CHARACTERISTICS:	1	2	3	4	5	COMMENTS:
Integrity						
Follows through on commitments						
Emotionally stable/not moody						
Adapts well to new situations						
Not easily offended or irritated						
Sufficient energy and stamina						
Social poise and tact						
Healthy self image						
Not frequently anxious or depressed						
Good sense of humor						
Manages time well						
Uses money wisely						

SPIRITUAL CHARACTERISTICS:	1	2	3	4	5	COMMENTS:
Relates well to non-Christian/unchurched						
Regularly fellowships with other believers						
Consistent personal Bible study and prayer						
Consistency of Christian lifestyle						
Appropriately deals with sin						
Relates well to Christians of different doctrinal positions						
Willingly accepts direction, correction, advice						
Willingness to share & pray publicly						

RELATIONSHIPS:	1	2	3	4	5	COMMENTS:
Effectively builds relationships						
Relates appropriately to opposite sex						
Works well as a team member						
Handles interpersonal conflict appropriately						
Submits to authority/ shows teachable spirit						
Relates well with people of other ethnic and cultural backgrounds						

Very Dependent \_\_\_\_\_ Very Independent

Comments \_\_\_\_\_

2. What are the applicant's greatest strengths? Please be specific.
  - a)
  - b)
  - c)
3. In what areas does the applicant need the greatest growth or improvement? Please be specific.
  - a)
  - b)
  - c)
4. Please comment on anything in the applicant's behavior or lifestyle that might hinder his/her ministry. (unresolved personal issues, unhealthy relationships or habits, etc.).

5. Please describe home conditions or family background that may affect the applicant's missionary service.

6. Is there anything about the applicant's health that may hinder his/her ministry in a rigorous environment?

7. For possible placement assistance, what is your view of the applicant's leadership ability:

strong leader       possible leader, if developed       tries, but lacks ability to lead  
 seldom leads       no observation       other \_\_\_\_\_

8. Do you recommend the applicant for ministry in Japan:

- Yes
- Yes, but with some reservations as previously indicated
- No, but could become acceptable with growth in areas mentioned above
- No, I cannot recommend acceptance

9. Please state any additional information you feel is pertinent to considering the applicant for this position.

Signature \_\_\_\_\_

*Please return this reference form within one week. Use the self-addressed stamped envelope provided by the applicant. The applicant will NOT see the reference form as it will be sealed and forwarded to JECM unopened.*

# JAPAN ENGLISH CENTERS MINISTRY

## Employer/Teacher Reference Form

Reference for: \_\_\_\_\_ Date: \_\_\_\_\_

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what relationship (teacher, employer, etc.)? \_\_\_\_\_

Have you ever supervised or employed the applicant?  Yes  No

If yes, please complete items A through D:

A. Title of his/her position: \_\_\_\_\_

B. Date of employment: from \_\_\_\_\_ to \_\_\_\_\_

C. Reason for leaving your employment: \_\_\_\_\_

D. Would you employ this person again?  Yes  No  If not, please state reason:

Please rate the applicant on the following characteristics based on a scale of 1 (low) to 5 (high).

<b>GENERAL CHARACTERISTICS:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>COMMENTS:</b>
Integrity						
Follows through on commitments						
Emotionally stable/not moody						
Adapts well to new situations						
Not easily offended or irritated						
Sufficient energy and stamina						
Social poise and tact						
Healthy self image						
Not frequently anxious or depressed						
Good sense of humor						
Manages time well						
Uses money wisely						

<b>RELATIONSHIPS:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>COMMENTS:</b>
Works well as a team member						
Handles interpersonal conflict appropriately						
Responds favorably to authority, teachable						
Relates well with people of other ethnic and cultural backgrounds						

Very Dependent \_\_\_\_\_ Very Independent

Comments \_\_\_\_\_

2. What are the applicant's greatest strengths? Please be specific.
  - a)
  - b)
  - c)
3. In what areas does the applicant need the greatest growth or improvement? Please be specific.
  - a)
  - b)
  - c)
4. Please comment on anything in the applicant's behavior or lifestyle that might hinder his/her work in Japan
5. Is there anything about the applicant's health that may hinder his/her work in a rigorous environment?

6. For possible placement assistance, what is your view of the applicant's leadership ability:

<input type="checkbox"/> strong leader	<input type="checkbox"/> possible leader, if developed	<input type="checkbox"/> tries, but lacks ability to lead
<input type="checkbox"/> seldom leads	<input type="checkbox"/> no observation	<input type="checkbox"/> other _____

7. Do you recommend the applicant for ministry in Japan:

- Yes
- Yes, but with some reservations as previously indicated
- No, but could become acceptable with growth in areas mentioned above
- No, I cannot recommend acceptance

8. Please state any additional information you feel is pertinent to considering the applicant for this position.

Signature \_\_\_\_\_

*Please return this reference form within one week. Use the self-addressed stamped envelope provided by the applicant. The applicant will NOT see the reference form as it will be sealed and forwarded to JECM unopened.*

# JAPAN ENGLISH CENTERS MINISTRY

## Self-Reference Form

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

Please rate yourself on the following characteristics based on a scale of 1 (low) to 5 (high).

<b>GENERAL CHARACTERISTICS:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>COMMENTS:</b>
I follow through on commitments						
I have integrity						
I am emotionally stable/not moody						
I adapt well to new situations						
I am not easily offended or irritated						
I have sufficient energy and stamina						
I have social poise and tact						
I have a healthy self image						
I am not frequently anxious or depressed						
I have a good sense of humor						
I manage time well						
I use money wisely						

<b>SPIRITUAL CHARACTERISTICS:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>COMMENTS:</b>
I relate well to non-Christian/unchurched people						
I regularly fellowship with other believers						
Consistency of my personal Bible study and prayer						
Consistency of my Christian lifestyle						
I appropriately deal with sin						
I relate well to Christians of different doctrinal positions						
I willingly accept direction, correction, advice						
I willingly share & pray publicly						

<b>RELATIONSHIPS:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>COMMENTS:</b>
I effectively build relationships						
I relate appropriately to the opposite sex						
I work well as a team member						
I handle interpersonal conflict appropriately						
I submit to authority and show a teachable spirit						
I relate well to people of other ethnic and cultural backgrounds						

2. What are your greatest strengths? Please be specific.
  - a)
  - b)
  - c)
3. In what areas do you need the greatest growth or improvement? Please be specific.
  - a)
  - b)
  - c)
4. Please comment on anything in your behavior or lifestyle that might hinder your ministry (unresolved personal issues, an unhealthy relationship or habits, etc.).
5. Please describe home conditions or family background which may affect your missionary service.
6. Is there anything about your health that may hinder your ministry in a rigorous environment?
8. For possible placement assistance, what is your view of your leadership ability:  

<input type="checkbox"/> strong leader	<input type="checkbox"/> possible leader, if developed	<input type="checkbox"/> tries, but lacks ability to lead
<input type="checkbox"/> seldom leads	<input type="checkbox"/> no observation	<input type="checkbox"/> other _____
8. Please state any additional information you feel is pertinent in considering you for this position.

Signature \_\_\_\_\_

*Please include this form in the same packet with your other materials Mail the packet to:*

**Japan English Center Ministry, Hisai Bible Church, Heki-cho 7837-2, Mie-ken, Hisai-shi 514-1138 Japan**