



WDA Information and Application Packet

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Dear Christian Friend,

Thank you for your interest in Worldwide Discipleship Association. I hope that the information contained in this packet will assist you in understanding more about the mission and goals of WDA and how you might become more involved with us.

Our goal at WDA is to serve the Church worldwide through teaching the need for discipleship, offering a Biblical discipleship training strategy as well as “disciple our own” in order to send out trained leaders. The foundation we work from is a well-trained discipleship team. Therefore, we are always looking for quality, gifted people who want to grow in character and truth. Training is grouped under three broad headings all designed to help you grow:

- [1] personal development and team building
- [2] ministry implementation
- [3] theological and cultural understanding

As you grow, you will also be helping others grow by participating in active ministry. WDA has ministries at universities campuses and various ministry centers in the United States and around the world. Although we are primarily a training organization, we understand that the place to best equip people for the ministry, is in the ministry!

In this packet, we have tried to include materials that center on commonly asked questions regarding a career in our organization. However, by definition these questions cannot be specific enough for everyone who is considering this possibility. Therefore, please feel free to contact one of our representatives if you have further questions.

Sincerely,

Robert D. Dukes
President



About WDA

WDA was started in 1974 by Carl Wilson, who had previously served as a local pastor and as director of the High School Ministry of Campus Crusade for Christ, International. WDA is a ministry intent on building disciples for the church using a method patterned after Jesus' ministry. In recent years the church has led many to Christ; but has struggled to help Christians grow to maturity. Our vision at WDA is to build strong believers who can also equip others. This will bring glory to God as they exhibit Christlike character, sharing the Good News in an atmosphere of Christian love.

We hope to help strengthen the church's commitment to discipleship by offering a method of discipleship that is uniquely biblical. A brief description of our ministry philosophy can be found in the enclosed brochure; for a more detailed explanation see *Disciple Building: A Biblical Framework* by Bob Dukes. (Available through WDA.)

Realizing the strategic position held by universities as centers of influence in our culture, WDA initiated its ministry on college campuses. Presently, we have three primary areas of service: disciple building centers, disciple building partnerships, and disciple building training platforms.

Requirements for our staff include: a strong walk with God, personal maturity, a commitment to discipleship, and a teachable spirit. Each WDA staff member is responsible for raising his own financial support. Please send for the paper: *The Biblical Basis for Support Raising* if you have questions regarding this.

This briefly describes WDA. Should you need more information, please contact:

Worldwide Discipleship Association
110 Carnegie Place, Suite 100
Fayetteville, Georgia 30214
Attn: Margaret Garner, Human Resources
E-mail: mgarner@disciplebuilding.org
(770) 460-1337 / Fax # (770) 460-1339



WORLDWIDE DISCIPLESHIP ASSOCIATION
BOARD OF DIRECTORS
Effective August 2003

Dr. Carroll Coakley; Knoxville, Tennessee. Professor Emeritus and faculty advisor at the University of Tennessee

Robert D. Dukes; Fayetteville, Georgia. President & Executive Director of WDA.

Ross Greene; (Board Chairman); Peachtree City, Georgia. President of Greene Consulting Associates, LLC

Darrell Hardister; Titusville, Florida. Independent insurance agent. (Retired)

Daniel Horne; Watkinsville, Georgia. Account executive for Smith-Boley-Brown Inc.

David Laird; Tyrone, Georgia. President of Tannerstone, Inc.

Ralph Lehman; Knoxville, Tennessee. An Associate of Councilmark Asset Management.

Gordon MacFarlane; Fayetteville, Georgia. President of Development Concepts, Inc.

Dr. Joyce Webb; Stockbridge, Georgia. Clinical psychologist; Founding partner of Keystone Counseling Center.

The board is made up of an Executive Committee and three subcommittees which meet prior to board meetings, discuss agenda items and arrive at motions to be presented in the area of their committee responsibility. Executive committee members are the chairmen of the three subcommittees: Finance Committee, Management and Personnel Committee, Ministry Committee.

The members are elected for three-year terms, and a new class is elected each year.

Frequently Asked Questions About WDA

The questions that arise about WDA from potential staff are varied. The most often asked questions are addressed here.

How did WDA begin?

WDA was founded in 1974 in Atlanta, GA under the leadership of Carl Wilson. Rev. Wilson began the WDA ministry after a study of the Harmony of the Gospels led him to the conclusion that there was a pattern of progressive growth in Jesus' ministry. He was convinced this ministry pattern would prove helpful to disciple builders as they encouraged people to grow to maturity in Christ.

What are WDA's main tasks?

WDA's primary tasks are 1) emphasizing the priority of disciple building, 2) training disciple builders and 3) building disciples!! We do these tasks both here in the US and overseas.

What are the distinctives of the WDA ministry?

Jesus had a plan for developing His disciples. Although it is impossible to exactly reproduce His patterns of discipleship, we have studied the Gospels and see that Christ's ministry can be divided into five phases that are linked to increasing stages of Christian maturity. By understanding these phases we gain valuable insight into how Christians grow and can help them progress toward Christian maturity using a biblical, strategic approach.

To understand more about this approach, please see *Disciple Building: A Biblical Framework*, WDA. Also, visit our website at www.disciplebuilding.org

How is WDA governed?

The Board of Directors, composed of godly business leaders and our president, determines the financial, organizational and international policies of WDA. The Board meets three times a year. A list of the current Board members is enclosed.

Bob Dukes, President, is responsible for overseeing WDA's areas of service, both US and international, (centers, partnerships and training platforms) as well as the Headquarters Ministry. There are advisory councils, composed of selected staff leaders, that serve to advise and give feedback.

How is WDA structured financially?

WDA is a non-profit tax-exempt organization supported by gifts from individuals, churches, corporations and foundations. All staff, with the exception of a few office staff who are paid on an hourly basis, raise their own support. WDA is a member of the

Frequently Asked Questions About WDA

Evangelical Council for Financial Accountability (ECFA). Each year an audit is done by an outside auditor. A copy of the audit may be obtained on request from Maureen Olvey, WDA Accountant. E-mail: info@disciplebuilding.org.

What happens to the money a staff member raises?

The money is sent to WDA and put into the designated staff member's account after an 11% administrative fee is deducted. The staff member then receives his salary (a set amount--see enclosed salary schedule) and reimbursements from his account. Each donor receives a receipt for tax purposes.

If there is not enough money in the staff member's account to cover salary, he receives only a portion of a paycheck. If the salary received is below the amount needed for expenses, the staff member may request money from the Shalom Fund, which is a fund voluntarily supported by staff to meet financial needs.

Why are salary and reimbursements separated? Why is the amount not left in one lump sum?

This is done for tax purposes. Some reimbursements (such as ministry expenses) are tax-exempt. Combining salary and reimbursements would not allow staff members to claim the expenses as non-taxable.

Is it possible to live on the WDA staff salary on a long-term basis?

Yes! With WDA's salary/reimbursement structure it is possible to purchase cars, buy a home, raise children, plan and save for retirement, etc. Several staff members have been on WDA staff since 1974, have bought homes and faithfully provided for families of 5, 6 and even 7. Thus, from a financial standpoint, WDA is definitely a long-term career option for a staff member.

What is the salary scale?

On the following page you will find a simplified salary/reimbursement scale for a non-married WDA staff member. The purpose of this is to give you a general idea of the items and amounts involved. If you should come on staff, this information will be discussed in great detail. REMEMBER: In order to receive these amounts, the staff member must raise the money. This list states what the staff member is entitled to receive if the money is in his account.

Frequently Asked Questions About WDA

Non-married Salary/Reimbursement Scale* (All amounts are monthly)

Base salary	\$1570
Tax Deferred Annuity [This is the minimum. Up to the legal limit may be contributed.]	\$50
Insurance [Taken directly out of staff member's account. This is an estimate for a single staff member.]	\$300
Conference Fees [Taken directly out of staff member's account]	\$25
Reimbursements [An estimate; staff member may reimburse all ministry expenses.]	\$100
Auto Expenses [An estimate--includes all expenses involved in operating a car]	\$150
Auto Allowance [May be received for the purchase of a car. This is the maximum. Amount for a married couple is \$680.]	\$490

In addition to these basic salary items, there are supplements that staff may raise and receive: service supplement (for years of service in vocational Christian ministry), child and spousal supplements subject to guidelines, and others.

*Effective January 1, 2003

STATEMENT OF FAITH

1. There is one true God who is infinite, eternal and unchanging in His being and who exists in three persons: Father, Son and Holy Spirit, each of whom possesses equally all the attributes of Deity and the characteristics of personality.
2. The triune God is the Creator of all things. He sustains all things by the word of His power, and He has revealed Himself in history to all men through His chosen people, through the prophets and especially through His own son, Jesus Christ.
3. God has left the record of His disclosure about Himself and His will in the Holy Scriptures of sixty-six books of the Old and New Testaments. These Scriptures we hold to be fully, uniquely and verbally inspired of God and a reliable and true testimony of what God has objectively disclosed to His people through word and act.
4. The Holy Scriptures are the only standard to determine what is the truth about and the will of the living Christ. However, each individual interpretation of Scripture should be evaluated in the light of the meaning given by the Holy Spirit to the overall teachings of Scripture, in the light of the understanding given by the Spirit to all available teaching officers (elders or deacons) who have humbled themselves under the lordship of Jesus Christ, and in the light of the understanding given by the Spirit to all the body of believers to which it is being presented.
5. Jesus Christ is God, the living Word, who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Hence, He is perfect Deity and true humanity united in one person forever. He lived a sinless life and voluntarily atoned for the sins of men by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He had lived and died. He ascended bodily into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, continually makes intercession for His own. He now is clothed in the glory of the Father and has all power given to Him in heaven and on earth.
6. Man was originally created in the image of God. He sinned by disobeying God; thus, he was alienated from his Creator. By one man sin entered into the world and death by sin, and so death passed unto all men, for all have sinned. Man's nature is corrupted, and he is therefore totally unable to please God in the flesh. Every man is in need of regeneration and renewal by the Holy Spirit. The salvation of man is wholly a work of God's free grace and is not the work, in

whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who humble themselves and put their faith in Christ alone for their salvation, and thereby justifies them in His sight. It is the privilege of all who are born again of the Spirit to be assured of their salvation from the very moment in which they trust Christ as their Savior. This assurance is not based upon any kind of human merit, but is produced by the witness of the Holy Spirit, who confirms in believers the testimony of God in His written Word and who demonstrates the reality of God's working in their lives by the fruit of the Spirit and love for the brethren.

7. The Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to men. He convicts and draws sinners to Christ, imparts new life to them, continually indwells them from the moment of spiritual birth and seals them until the day of redemption. His fullness, power and guidance are appropriated in the believer's life by faith. Every believer is called to live in the power of the indwelling Spirit so that he will not fulfill the lust of the flesh but will bear fruit to the glory of God.

8. Jesus Christ is the Head of the church, His body, which is composed of all men, living and dead, who have been joined to Him through saving faith. He, however, has chosen to organize His body and direct it through official leaders who seek His direction by the Holy Spirit through the Scriptures and set an example in humility and service. God admonishes His people to assemble together regularly for worship, for participation in ordinances, for edification through the Scriptures and for mutual encouragement. The home is the place where the father and mother should teach the Scriptures and set an example of sacrificial love. The continuance of the church from generation to generation is dependent on the bearing, nurturing and training of children and on the official male leadership in the church and home. Order in civil affairs depends on order in the home.

9. At physical death, the believer enters immediately into eternal conscious fellowship with the Lord and awaits the resurrection of his body to everlasting glory and blessing, at which time he will share glory like that of Christ. At physical death the unbeliever enters immediately into eternal conscious separation from the Lord and awaits the resurrection of his body to everlasting judgment and condemnation. Jesus Christ will come again to the earth--personally, visibly and bodily—to consummate history and the eternal plan of God, and to visibly share His rule with those who have believed on Him.

10. The Lord Jesus Christ commanded all believers to proclaim the gospel throughout the world and to disciple men in every nation. The fulfillment of that Great Commission requires that all worldly and personal ambitions be subordinated to obeying and teaching all things which He commanded.

ELEMENTS OF A TYPICAL WEEK

New Campus Staff Member

The specifics and schedule may vary from campus to campus depending on the ministry and the staff team. Listed below are the elements of a typical week for a new WDA campus staff member.

STAFF TEAM RESPONSIBILITIES:

- Attend staff meetings (usually two/week: one for business; one for sharing, prayer and team development)
- Attend staff socials (periodically: potlucks, retreats, etc.)

TRAINING RESPONSIBILITIES:

- Complete training assignments (These are a combination of reading/writing assignments and actual field experience.) The main areas of training are:
 1. Ministry Implementation
 - Philosophy of Ministry
 - Ministry Skills
 2. Personal Development and Team Building
 - Walk with God
 - Character Development
 - Life Skills (time mgt., interpersonal relationships, etc.)
 3. Theological and Cultural Understanding
 - Staff Conferences, Summer Classroom Courses and/or Mission Assignments

PERSONAL MINISTRY RESPONSIBILITIES:

- Carry out personal evangelism
- Lead a small Bible Study group
- Meet with disciples one-to-one
- Participate in WDA Campus Meeting
- Prepare Bible study lessons
- Carry out ministry assignments given by director or senior woman
- Participate in local church
- Maintain support

Although part of the staff member's week is structured, much of it is unstructured, and he will need to plan his own schedule and be disciplined to follow it.

STAFF MEMBERSHIP APPLICATION
(Confidential)

WORLDWIDE DISCIPLESHIP ASSOCIATION, INC.
110 Carnegie Place Suite 100
Fayetteville, Georgia 30214
(770) 460-1337 FAX (770)460-1339

PLEASE TYPE OR PRINT:

Attach
Photo
here

Mr.
Mrs.
Ms.

LAST FIRST MIDDLE

Present Address:

STREET & NUMBER

CITY STATE ZIP

Phone Numbers:

HOME WORK

Permanent Address:
(if different than #1)

STREET ADDRESS CITY STATE ZIP

Phone number at permanent address:

E-mail address:

Birthdate:

Social Security Number:

U.S. Citizen: Yes No

Position applying for:

How did you hear about WDA?

Marital Status:

Single Married Separated Divorced Widowed Engaged

If married, how long?

If engaged, when do you plan to be married?

If you have ever been divorced, separated, or had an annulment of marriage, please explain briefly.

Is your spouse or betrothed in full agreement with you desire to be in a ministry like Worldwide Discipleship Association? If no, briefly explain. (Use reverse side if necessary)

Children: Please list the names and birthdates of your children:

Have you ever been treated for a nervous, mental, or emotional disorder? If yes, explain briefly how this might affect your work performance.

Do you experience depression, moodiness, and/or negativity such that they are problematic to you? If yes, please explain how this might affect your work performance.

Do you currently have a problem with sexual immorality (homosexual or heterosexual)? Have you had a problem with this in the past? Does this problem still hinder you spiritually? If yes, are you open to us helping you deal with this?

Is there any event or situation in your past that causes reoccurring guilt and/or emotional problems? If yes, briefly explain how this might affect your work performance.

Are you open to us helping you deal with this problem?

EDUCATION:

Do you have a high school diploma? Date diploma earned
Please list any colleges (including business schools) you have attended and Degree held. **Please send transcripts from schooling above high school level to WDA Human Resources Director.**

School	Major	Date/Degree
School	Major	Date/Degree
School	Major	Date/Degree
School	Major	Date/Degree

WORK EXPERIENCE:

Please fill out the following information on your two most recent employments (If you are currently employed, the last one listed should be your present employment.)

1. Employer: _____ Dates of employment: _____
Address: _____
Your Position: _____ Why you left: _____
2. Employer: _____ Dates of employment: _____
Address: _____
Your Position: _____ Why you left: _____

SKILLS/TALENTS:

Please enumerate any skills that you possess (include office training, mechanical ability, technical skill etc.):

Briefly tell what you believe to be your talents and abilities (what you like to do and what you do well)

MINISTRY EXPERIENCE:

Have you had any experience in Christian ministry or service? If yes, please indicate the church and/or organization and your responsibilities: (please state whether this was as a layperson or as full-time staff)

FINANCES:

What is your total indebtedness?

REFERENCES:

List five references who know you personally and can verify your qualifications for a ministry like WDA. Among your references, include the following people if possible: 1) someone who has led you spiritually (a WDA staff member if possible), 2) a former professor/teacher, 3) someone you have helped grow spiritually. The other two references can be anyone you choose who can provide information. If you do not have references in these categories, list people who can help us evaluate your qualifications for WDA staff. (Do not include family members.)

- | | | | | | |
|----|------|---------|------|-------|-----|
| 1. | NAME | ADDRESS | CITY | STATE | ZIP |
| 2. | NAME | ADDRESS | CITY | STATE | ZIP |
| 3. | NAME | ADDRESS | CITY | STATE | ZIP |
| 4. | NAME | ADDRESS | CITY | STATE | ZIP |
| 5. | NAME | ADDRESS | CITY | STATE | ZIP |

BIOGRAPHICAL INFORMATION:

I. SPIRITUAL BIOGRAPHY: Briefly tell your Christian experience—How and when you became a Christian and how you perceive your growth as a Christian (include significant experiences and training as well as your spiritual gift(s)). Include your reason(s) for believing that God might be leading you to join WDA staff.

II. PERSONAL BIOGRAPHY: Write a brief description of your life (include your home atmosphere as a child; your relationship with your parents, brothers and/or sisters; your parent's relationship with each other; your present relationship with your family). Include anything else that you consider significant.

I hereby authorize Worldwide Discipleship Association (WDA) to obtain information concerning my employment from my current and previous employers. I also authorize WDA to obtain information about my background, character and qualifications for employment by WDA from the individuals I have listed as personal references. I agree that such information is confidential, and I waive all rights to obtain such information.

Date

Signature

STAFF MEMBERSHIP APPLICATION
Doctrinal Survey

1. What church do you attend and how often?
2. Who is Jesus Christ according to your understanding?
3. Why did He die on the cross?
4. What is the significance of His resurrection?
5. Who is the Holy Spirit?
6. How do you know when you are filled with the Holy Spirit?
7. How does a person become a Christian?

8. What is the basis for the forgiveness of our sin?

9. How can a Christian experience forgiveness for his sin?

10. Where are believers who have died?

11. It is said that the Bible is the inspired Word of God. What do you interpret the phrase “inspired Word of God” to mean?

12. What other divinely inspired writing has God given to men?

13. What do you feel about the practice of speaking in tongues?

14. Have you ever spoken in tongues?

15. Would you be willing to refrain from teaching doctrines and practices which are unique to your denomination and not common to the body of Christ?

16. Do you feel you would have freedom in working with people of all denominations?

STAFF MEMBERSHIP APPLICATION
Medical History

- 1) Height: Weight:

- 2) List any current ongoing medical problems you have.

- 3) List any previous chronic medical problems that are presently resolved.

- 4) List regular medications currently taken.

- 5) List any know drug allergies.

- 6) List previous major surgeries (nature and dates)

- 7) List previous hospitalizations (reasons and dates)

- 8) Do you smoke?

- 9) Have you ever been injured on the job? If so, explain.

Signature

Date