

# START NCF

## *A Planting Guide for Nursing Students*

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# Start NCF on Your Campus!

Thank you for your interest in starting a new chapter of Nurses Christian Fellowship in your nursing school! This packet of resources will help you through the group launch process. If you have questions or want additional input and coaching, please email us at [ncf@intervarsity.org](mailto:ncf@intervarsity.org). We will pray for you and cheer you on as you bring God's Kingdom to your nursing school! Begin with these **5 Steps** to get your NCF group started.

## STEP 1: SAY YES TO THE MISSION

The mission of NCF is for nursing students and faculty to be encouraged, equipped, empowered:

- Encouraged** to grow in faith in the context of nursing school
- Equipped** to integrate faith with nursing through bible study and spiritual care resources
- Empowered** to share your faith with other nursing students and faculty

Note that the mission of NCF has both internal and external components. NCF chapters care about the spiritual growth of both *Christians* and *non-Christians* on campus.

**=> Ask yourself: Am I ready and willing to commit to this mission?** If so, take a moment to memorize and pray for the mission. Then, you are ready for Step 2!

## STEP 2: FIND AND RECRUIT PARTNERS

Starting an NCF group is far easier (and more fun!) with key partners who will join you in the mission. Think about everyone you know in nursing school and identify:

- at least **one Christian nursing student** who can join you
- at least **one Christian faculty member** who can be a faculty advisor and advocate

*(If you cannot think of potential partners in these categories, take time in the next few weeks to do some research—ask classmates about their faith or whether they attend church, ask a favorite faculty for suggestions, etc. Try not to move past Step 2 until you have found potential partners!)*

Once you have found potential partners:

- Talk to each one individually: **Share the mission** and invite them to an **initial prayer/planning meeting**.
- During the prayer/planning meeting, go through the **Prayer and Planning Worksheet** (page 4). This worksheet will help you make essential decisions before you launch your first NCF meeting.

**=> Once you have finished the prayer/planning meeting and your partners have agreed to join you in the mission,** you are ready for Step 3!

## STEP 3: INVITE & GET THE WORD OUT

Now that you have partners in the mission (your "team"), it is time to start inviting broadly to your new NCF group!

- Together with your partners, brainstorm everyone you can personally invite using the **Inviting Worksheet** (page 6).
- Besides personal invitations, look through the **Recruitment Ideas List** (page 7) and **choose two ideas** to try as a team before the first meeting.

**=> Once you have determined whom to invite** (and are actively inviting), you are ready for Step 4!

## STEP 4: LAUNCH THE NCF GROUP

Initially, your team should focus most of its energy on recruiting and inviting. But, of course, you have a first meeting to run! NCF has put together a **“First Four Meetings”** launch plan (page 8) that should require little or no prep on your part.

- Prior to the first meeting, your team should work through the **Preparing for the First Meeting** section (page 8) in the **“First Four Meetings”** launch plan.
- Then, lead the first NCF meeting!
- For meetings 2-4, your team does not need to prep everything together. Instead, pick one person to lead each week (on a rotation basis, if you prefer). Other members of the team should look through the plan for the week to know what’s happening but they do not need to prep thoroughly.

*NOTE: After the FIRST and THIRD meetings, please **email NCF** at [ncf@intervarsity.org](mailto:ncf@intervarsity.org) for personal coaching, leadership tips, and resource suggestions to help your group thrive.*

**=> Once you have finished the first four meetings,** you are ready for Step 5!

## STEP 5: EVALUATE THE LAUNCH

As with any nursing process, you should end the launch plan with a thorough **evaluation**.

- Set a time for your team to meet with an NCF staff (national) or an InterVarsity staff (local).
- Together, answer the questions for **Evaluating the Launch** on page 13.
- Based on your evaluation, decide what adjustments to make to continue growing NCF ministry.

**=> Congratulations! You have successfully launched your NCF chapter on campus!** Thank you for your perseverance in bringing God’s Kingdom to your nursing school—students are being encouraged, equipped, and empowered through your ministry!

## NEXT STEPS (AFTER THE INITIAL LAUNCH)

As you continue leading the NCF chapter forward, here are the next things to consider:

- Decide on your next “curriculum” for NCF meetings. Look through the Bible studies prepared for nursing students at [ncf-jcn.org/resources](http://ncf-jcn.org/resources).
- Plan one meeting to **share the gospel and invite a response**. This will create a space for students and faculty to process where they are on their spiritual journey. See the Appendix on page 14 for *The Big Story Gospel Outline*, a gospel presentation tool for inviting others to follow Jesus Christ and get involved in his mission to heal the world.
- Begin the **affiliation** process with NCF/InterVarsity. This will “formalize” your chapter’s relationship with NCF and grant you permission to use the NCF name and logo beyond this initial launch phase. For more information, go to [ncf-jcn.org/students/campus-recognition](http://ncf-jcn.org/students/campus-recognition).

# Prayer and Planning Worksheet

This worksheet is designed to help your team to think through the critical steps to launching an NCF chapter in your nursing school. We recommend setting aside at least 30 minutes to pray and plan together.

## **PART 1: HEAR THE WORD (Scripture Study and NCF Mission)**

### ***Scripture Study***

**Read Mark 6:32-34 together:**

<sup>32</sup> So [Jesus and his disciples] went away by themselves in a boat to a solitary place. <sup>33</sup> But many who saw them leaving recognized them and ran on foot from all the towns and got there ahead of them. <sup>34</sup> When Jesus landed and saw a large crowd, he had compassion on them, because they were like sheep without a shepherd. So he began teaching them many things.

**Discuss:**

- How would you describe the crowd's reaction to Jesus in this passage? How was the crowd like "sheep without a shepherd?"
- What was Jesus' response to the crowd?
- In what ways are students and faculty at your nursing school like "sheep without a shepherd?" How do they need Jesus in their lives?

### ***The NCF Mission***

NCF exists because Jesus has compassion on nursing students and faculty...and so should we! The mission of NCF is for nursing students and faculty to be encouraged, equipped, and empowered:

- Encouraged** to grow in faith in the context of nursing school
- Equipped** to integrate faith with nursing through Bible study and spiritual care resources
- Empowered** to share your faith with other nursing students and faculty

Note that the mission of NCF has both internal and external components. NCF chapters care about the spiritual growth of both *Christians* and *non-Christians* on campus.

**Discuss:**

- In what ways could an NCF chapter change your nursing school's culture and environment? What are your hopes for how NCF can impact your campus?

### ***Pray Together***

Take a few minutes to pray for your campus. Pray that God will give you his compassion for students and faculty. And pray that NCF can be a place to reach out to those who are like "sheep without a shepherd."

## PART 2: RESPOND ACTIVELY (Making a Plan)

Now that you have established the *reason* for starting an NCF chapter, begin to make a plan for its launch. Here are a few details to discuss and decide together:

### ***NCF Meeting Logistics***

- **Meeting frequency.** The strongest NCF chapters meet weekly or biweekly. NCF chapters that meet monthly have difficulty building momentum and community.
- **Meeting dates and times.** Most NCF chapters meet during the day, especially during lunch or midday breaks. Some chapters opt for an evening meeting to reduce the likelihood of class/clinical conflicts. If your school uses a cohort model, you may need to find a different day/time for each cohort. Otherwise, find a way to compile relevant schedules to determine best meeting times. *You may not find a time that will work for the entire nursing school—choose the best option for now.*
- **First meeting target date.** This is a good time to set the potential date for your first NCF meeting. Note that your team will be meeting **twice** before the first meeting—once to talk about inviting others and once to prepare together for the meeting. Because you will have both planning and inviting to do beforehand, we suggest allowing **at least 3-4 weeks** until the first meeting.
- **Meeting location.** Most NCF chapters meet in a classroom or other reserved room in the nursing school. Ask your faculty member to do this for you if possible. If not, consider another relatively quiet location on campus that you can get to easily (e.g. library, coffee shop, etc.).

### ***Obtain Proper Permission***

- **Inform Administration.** Although most nursing schools are open to new student groups, you should inform the administration of your intentions to start an NCF group. When talking with the administration, be sure to explain that:
  - All students are welcome to attend NCF meetings, regardless of spiritual beliefs.
  - NCF is a nationwide, reputable professional organization and publishes the *Journal of Christian Nursing* through Lippincott Williams & Wilkins.
  - NCF student groups exist on more than 90 U.S. campuses.
- **Inform NCF.** Send an email to [ncf@intervarsity.org](mailto:ncf@intervarsity.org) about your plans. This will help us know how to pray for you and offer resources. In addition, we can grant you the permission to use the NCF name and logo for your student group.

### ***Determine the Next Meeting Time***

- Decide on your next meeting time as a team to discuss **Inviting and Getting the Word Out.**

# Inviting Worksheet

This worksheet is designed to help your team make a plan for inviting other nursing students and faculty to your first NCF meeting.

## PART 1: HOW DO WE INVITE?

### ***What is NCF?***

Most of us know how to invite someone to an event, as in "Would you be interested in coming to the first NCF meeting?" But often we are not prepared to respond when someone asks, "Umm...what is NCF?"

As a team, work together to write a concise, 15-second answer to the question, "What is NCF?" Share about your hopes and dreams for what NCF can do for nursing school.

- As a team, work together to write a concise, 15-second answer to the question, "What is NCF?" For example, "NCF is a safe place on campus where we can explore how faith intersects with nursing." Or, "NCF is a community where we can grow as whole persons--not just academically, but spiritually and emotionally as well."
- Then, memorize the answer so that each person is ready to respond when the question arises!

### ***Recruiting Best Practices***

Besides personal invitations (see Part 2 below), consider other methods to get the word out.

- Read through the list of recruiting ideas on the next page (p. 7) and together decide on **TWO ideas** to try before the first meeting.

### ***Creating Publicity***

To help you get the word out, NCF has a number of printed flyers and electronic templates that you can use to invite others. For a list of resources, see [ncf-jcn.org/resources/outreach-and-evangelism](http://ncf-jcn.org/resources/outreach-and-evangelism).

- Assign someone to create the publicity: a ¼-page invite for handing out, possibly a full-page poster for hanging up (if permitted by your school)

## PART 2: WHOM SHOULD WE INVITE?

The short answer is: *Everyone!* But your most effective invitations will be with people that you have a relationship with. Brainstorm with your team to identify these people.

- With your team, brainstorm people who fit into each of the following categories:
  - Your clinical group
  - Christian and/or church-going students
  - Students who seem open to faith conversations (you may or may not know what they believe spiritually)
  - Christian and/or church-going faculty

- o Students/faculty who are personal friends
- Assign each person on the list to one of your team members. It will be their responsibility to invite that person to the first NCF meeting. (*Note: If your list feels overwhelmingly large, it is okay not to invite everyone on our list for the first NCF meeting.*)

### **Determine Next Meeting Time**

- Decide on your next meeting time as a team to **prep for the first NCF meeting!**

## **RECRUITMENT IDEAS: Best Practices**

(Go to <http://ncf-jcn.org/students/leading-ncf-campus/partner-people/recruitment-best-practices>)

Try these ideas for meeting other students and inviting them to get involved in your NCF community.

- Take part in student **welcome events**.
- Host a table at your school's **organization fair**.
- Visibly promote your NCF chapter using a **table top display**.
  - o NCF has two display options: one is [solid](#) and one has a [white space](#) to write in additional information. Download the design. A local copy shop can print it on corrugated plastic or foam board with an easel back (18" x 24" is a good size). You can also order through an [online vendor](#).
- Set up a **display table outside of a major class** or stand near the door and hand out bookmarks/slips with meeting information. Consider handing out a treat with the flier.
- **Ask permission from professors** for a student to make an announcement at the end of class.
- Try an **all-student email broadcast** (some schools allow officially recognized student orgs to do this once a school year).
- Send an email through a pre-nursing advisor to all **pre-nursing students**.
- **Use social media** (Instagram, Facebook, Twitter, etc.).
- **Put up posters on bulletin boards** in areas where students study.
- Ask the school admissions counselors if NCF students can talk to new students during **orientation** days.
- **Hold an interest meeting** where NCF is explained, questions are answered, and planning takes place for events, Bible studies and service projects.
- **Advertise NCF at SNA meetings** (make sure that students know the two organizations are not competing against one another).
- Get on the agenda for **convocation**.
- And the **#1** way to grow your group: **personal invitations and word of mouth!**

### **Best Practices for Recruitment and Outreach:**

- **Follow the school guidelines for advertising** (for posters locations and removal procedures).
- **Ask permission when needed** (some students will go to the Dean to explain what NCF is and get permission from the top level which is not always necessary, but often you do need to be an [officially recognized campus organization](#)).

**Follow up is vitally important.** Send an email or a text **within 24-48 hours** after a student signs up to welcome them to NCF.

## NCF LAUNCH PLAN: *First Four Meetings*

Here are checklists and leaders' notes for the first four meetings! Begin with "Preparing for the 1<sup>st</sup> Meeting" and the corresponding Bible study. Use the notes for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> meetings for the following weeks.

### Preparing for the 1<sup>st</sup> Meeting

This worksheet is designed to help your team prepare for the first NCF meeting. The first meeting marks a significant turning point. You are no longer a small launch team; you are becoming an NCF chapter that reaches the whole nursing school! As with all new experiences, the first meeting will take more time to prepare for. Once your team has finished the first meeting, subsequent meetings will be easier and more familiar.

Each of the four meetings are built around Scripture studies. Bible study is the core of what most NCF chapters do. Through Scripture study, we collectively hear God's Word, we put it into practice, and we learn from that experience. We call this process the **Discipleship Cycle: Hear the Word, Respond Actively, Debrief and Interpret.**

#### PART 1: STUDY THE PASSAGE

##### *Scanning the First Bible Study*

The first Bible study is titled "**Identity in Christ**" and can be found on page 16 of this packet. Print this page as a handout to give one copy to every participant in the meeting. As you scan the page, you will notice that it is divided into three components that correspond to the Discipleship Cycle, though in a slightly different order: *Debrief and Interpret*, *Hear the Word*, and *Respond Actively*. The **Debrief and Interpret** section focuses on evaluating the application from the previous meeting to capture the learning. The **Hear the Word** section introduces a new Scripture passage and discussion questions for this meeting. The **Respond Actively** section lists two possible application responses to put the Scripture passage into practice.

When you lead this initial meeting, you will follow this same sequence, though you will modify the **Debrief and Interpret** section since you have no previous applications to debrief!

##### *Studying the Passage*

As a team, do the "**Identity in Christ**" Bible study together:

- Ask someone to **read the introduction** (*the italicized paragraph under **Hear the Word***).
- Ask someone to **read the passage**.
- Then, proceed to ask each question under the **Discuss** heading and try to answer them together. If you are stumped, look back at the passage for clues—answering the questions should not require extensive Bible knowledge or outside research. *Note: As a leader, your job is not to be the "expert"*



but to be a good “facilitator.” You should have a general grasp of the passage, but you do not need to understand it exhaustively.

- Finally, read through the two applications under **Respond Actively**. Together, choose one to put into practice this week.

## PART 2: MEETING OUTLINE

In preparation for your first NCF meeting, read through the suggested outline below. This will give your whole team a sense of what will happen during the meeting before dividing up roles. [Items that you need to prepare and/or practice beforehand are marked in blue.](#)

### **Outline for First Meeting (30 min. version)** *[See options for longer meetings in red text]*

- (2 min) Welcome, introduce team, and present the mission of NCF
  - “Welcome to the inaugural NCF meeting!”
  - Introduce everyone on the launch team.
  - [Briefly share the mission of NCF using the 15-second answer to “What is NCF” you developed previously. Include your hopes for NCF on campus.](#)
- (3 min) Introductions & Icebreaker question *(If you have more time, ask people to share “highs” and “lows” from the past week—a high point and a low point of their week. This will extend this section for about 10-15 minutes.)*
  - Unless the group is unmanageably large (15+), go around the room quickly and ask people to share their name, year, and answer [a simple icebreaker question, such as “What is your favorite ice cream flavor?”](#)
- (2 min) Explain what you will do at this NCF meeting and establish ground rules for discussion.
  - Since no one knows what to expect at this meeting, you can ease the anxiety of the unknown by giving a preview. Say something like this: “At most NCF meetings, we will study a passage from Scripture together and try to apply it to our lives as nursing students. No matter where you are in your faith journey, whether you’ve been following God your whole life or just exploring the options, you’re welcome here!”
  - Then establish some ground rules for discussion. Here is a sample: [“Let me share two ground rules for our Bible discussion. First, I’d like everyone to participate. That means if you tend to say a lot, you may want to give other people a chance to share and hear from them. If you tend not to say anything, consider sharing something with us! All of us have things to share, so let’s all participate! Second, I’d like us to stick to this text in front of us. Some of us may know other parts of the Bible or have even heard sermons on this passage. But since we have such limited time, let’s keep our comments to what we can see in front of us on this paper. Okay?”](#)
- (3 min) Hand out the printed Bible study, read the intro and the Scripture text. [Feel free to call on someone to read one or both of these.]
- (10 min) Go through the Discussion questions
  - Ask the first question. Wait for an answer. Then, turn to everyone else and ask the magic question, *“What do others think?”* Your goal is to generate **discussion**, not just **right answers**. Therefore, you want at least 2-3 people to have a chance to respond to each question before moving on.
  - Continue through the remaining questions in the Discuss section.

- (6 min) Summary and Application *(if you have more time, consider processing the EXTERNAL application together as a whole group instead of breaking up into partners/triads. This is a chance to consider how to serve the nursing school together. It will extend this section about 10 minutes.)*
  - Summarize the passage briefly (30 seconds)—**you may want to have this written out beforehand.**
  - Then pick one of the two applications in the Respond Actively section. **Read it, give people a minute to think and reflect, then ask them to share with a partner or triad how they responded.**
  - Encourage them to apply the Scripture this week by saying something like: “Studying the Bible without applying it is like learning a nursing skill without practicing it. Let’s all put this passage into practice this coming week—and at the beginning of the next meeting, we’ll do a quick check-in to see how it went and what we learned!”
  
- (4 min) Announcements, Prayer, End *(If you have more time, invite people to share prayer requests with one another during the prayer section. You can choose to either pray for the group or have them pray in partners or triads. This will extend this section about 10-15 minutes.)*
  - Share any applicable announcements. Minimally, this will include:
    - Sign-in list (for people who came late)
    - Next meeting (date/time/location/topic)
    - Request that they invite others to the next meeting—**bring some flyers or invitations with you so they can use them to invite others!**
  - Pray for the group (or have them pray in partners or triads)
  - End the meeting

### **PART 3: MEETING PREP CHECKLIST**

Work through this checklist to ensure that everything will be ready for the first meeting!

#### ***Pre-Meeting***

- Publicity
- Personal invitations
- Room reserved
- Send reminders for people to come
- Make a “sign-in” sheet for names, emails (or phone numbers) to help you build your contact list
- Print copies of Bible study
- Divide meeting outline [There are roughly four segments—you can choose to assign them to the same person or different people:
  - Welcome, Intro, Icebreaker
  - Ground Rules, Read and Discuss passage
  - Summary and Application
  - Announcements and Prayer
- Decide on applicable announcements
- Individually prep your sections
- Pray!

#### ***During Meeting***

- Arrive 5 minutes early to set up room (if possible). Arrange chairs in a circle or rectangle instead of rows facing the front (if possible).
- If permitted, put up a sign for NCF outside of the room.
- Put the sign-in list on a table near the front entrance.

- Assign one person to greet people at the door (they can stand just outside) and ask guests to complete the sign-in list.
- Everyone else mingle, make small talk, and be gracious hosts.

### ***After Meeting***

- Reset the room and take down NCF signs
- Send out a thank-you email to your list with a reminder about the application lesson from the study. Include information about the next meeting.
- Find a time to briefly connect with your team to evaluate how the meeting went (immediately afterwards is ideal).
  - Contact NCF at [ncf@intervarsity.org](mailto:ncf@intervarsity.org) with an update on your group so we know how to pray and encourage you!

# Preparing for the 2<sup>nd</sup> Meeting

Congratulations on finishing your first NCF meeting! As you look ahead to the second meeting, "**Comfort in Suffering,**" (page 17) you will use the same general preparation process as the first meeting. A few changes:

## **Revised Outline**

This outline includes the **Debrief and Interpret** section. It is also much less detailed, so feel free to refer to the 1<sup>st</sup> meeting outline as needed.

## **Outline for Meeting (30 min. version)** *[See options for longer meetings in red text.]*

- (2 min) Welcome, restate the mission of NCF
- (3 min) Introductions & Icebreaker question *(highs and lows if you have time)*
- (3 min) Debrief last meeting's application from the Bible study.
  - Briefly summarize last meeting's passage and application (30 sec).
  - Ask the questions in the **Debrief and Interpret** section of the passage. *(You may want to share first to jump-start the conversation.)*
- (2 min) Explain what you will do at this NCF meeting and establish ground rules for discussion.
- (3 min) Hand out passage, read the intro and the passage. [Feel free to call on someone to read one or both of these.]
- (10 min) Go through the Discussion questions.
- (6 min) Summary and Application *(extend this section if you have time)*
- (4 min) Announcements, Prayer, End *(prayer requests if you have time)*

## **Individual Instead of Team Prep**

As long as people know who is doing what in the meeting, there is no need to prep the study as a team. Just assign roles and ask people to prep individually.

## **Send a Meeting Reminder**

As you build your Contact list, be sure to send a meeting reminder before every NCF meeting.

## **Continue Using Meeting Prep Checklist**

This will help to ensure everything is on-track for the meeting.

# Leading the 3<sup>rd</sup> and 4<sup>th</sup> Meetings

The remaining two meetings can be led in the same way as the second one. After the third meeting, contact NCF at [ncf@intvarsity.org](mailto:ncf@intvarsity.org) so we can pray for your group and encourage you (or troubleshoot as needed)! We want to know what opportunities and challenges you are encountering.

## Evaluating the Launch

Congratulations! Your team has successfully completed the **NCF Launch Plan: First Four Meetings**—and your NCF group is well on its way to being established on campus. Because of your faithfulness, the gospel is going forward in your nursing school.

This is a good time to do an evaluation together. With your team, think about the past few weeks of the NCF launch and answer the following questions:

- How did you see God at work? What stories have you seen or heard?
  
- What, if anything, surprised you?
  
- Remember back to your first prayer/planning meeting when you dreamed together about the type of impact NCF could make in your nursing school. What kind of impact has NCF had on your campus?
  
- What are you learning about leading a ministry on campus?
  
- What are a few things you want to do differently in the future?