

VENNARD COLLEGE

CHRISTIAN SERVICE STUDENT MANUAL

2007-2008

Philosophy

The purpose of Vennard College is “equipping the whole person with the whole gospel to serve the whole world.” This means that what you, the student, are learning in the classroom, you should be putting into practice. Vennard’s Christian Service (C. S.) program enables the Academic Department to see to it that this happens.

Christian Service gives you the opportunity “to serve the whole world” around you. The primary focus of all Christian Service is to glorify Jesus Christ and minister to people in his name. The secondary focus is for you to link your abilities and interests and your chosen field of study with hands-on experience in ministry.

Our goals for you as you do Christian Service are listed below. Use them as a ruler to measure yourself: How ministry-oriented are your heart and lifestyle? Are there areas in which you can improve?

Goal #1: Each student should understand that...

- ✓ Serving others is basic to following Jesus.
- ✓ Excellence in ministry requires careful and consistent preparation.
- ✓ To do ministry right, you need *both* leadership *and* teamwork.
- ✓ Your education can and should apply to real ministry.

Goal #2: Each student should experience...

- ✓ A growing, consistent relationship with God and compassion for others as the motivation for ministry.
- ✓ The sense of fulfillment and success that comes from having a positive attitude toward ministry.
- ✓ A lifestyle of personal holiness that expresses itself in integrity: trustworthiness in word and act.
- ✓ Self-discipline to fulfill responsibilities consistently, excellently, and on time.

Goal #3: Each student should be able to...

- ✓ Apply classroom instruction to real ministry.
- ✓ Work well with others, including those in authority.
- ✓ Gain competence in ministry.
- ✓ Display proper grooming and manners in order to avoid embarrassment in social settings.

Programs and Areas of Ministry

On Campus*

- ▶ Gospel teams (music, preaching)
- ▶ Deputation team/Camp team
- ▶ Dorm Chaplain
- ▶ Chapel Sound Technician
- ▶ Vennard Ministerial Association President
- ▶ Missions Awareness Program President

* Only 2 semesters of credit will be given for any one or any combination of these.

Local Community

- ▶ Hospice
- ▶ Nursing home ministry
- ▶ Prison ministry
- ▶ Imagine the Possibilities
- ▶ Kids' Corner
- ▶ Youth For Christ
- ▶ Child Evangelism Fellowship
- ▶ Serve Our Youth
- ▶ YMCA
- ▶ Oskaloosa Christian School
- ▶ Share Iowa
- ▶ Others as approved by the C. S. Director

Local Churches

- ▶ Preaching
- ▶ Pastoral calling (visitation)
- ▶ Sunday School ministries
- ▶ Secretary/weekly bulletin editor
- ▶ Music ministries
- ▶ Youth ministries
- ▶ Children's ministries (including Child Evangelism Fellowship)
- ▶ Young adult ministries
- ▶ Adult ministries
- ▶ Bible study leader
- ▶ Bible quizzing coach
- ▶ Midweek meeting leader

Basic Guidelines for Christian Service

Special Qualifications. Some types of Christian Service require special qualifications:

Preaching - Students whose assignment involves regular preaching should have passed or be taking a homiletics course and be approved by the professor. Students with prior experience may be an exception.

College team ministries - See the appendix on “Team Ministries” (pp. 20 and 21).

Standards of Appearance & Behavior. You represent Christ and this college and so are expected to look and act like it. When your assignment involves being on the platform in church, professional dress is required. At all other times when you are in church, smart casual is the minimum standard except when working directly with youth or in other settings where the accepted dress code is more casual (within reason). All dress code issues are subject to the Dorm and Student Deans’ discretion. See the *Community Handbook* for further details and for Vennard’s expectations for appearance and behavior.

Be sensitive to the feelings about appearance of the people you’re serving. Some churches and ministries are very conservative in this area, and their feelings should be respected even if you disagree with them.

See the appendix on “Sex Abuse Prevention Standards” (p. 22). All students doing Christian Service are expected to sign a statement of compliance with these standards.

Attendance Policy. In order for you to properly complete the attendance requirements for C. S. credit, you must fulfill the duties of the assignment for a minimum of 12 weeks per semester. The 12 weeks must be completed before the last day of the semester’s classes. Under no circumstances should you simply neglect a C. S. responsibility. If you must be absent from the assignment, you are responsible to find a suitable substitute who meets the approval of the supervisor prior to the absence.

Length of Assignment. You may earn credit for 1 assignment for a maximum of 2 semesters. The goal of this rule is to give students exposure to a wide variety of ministries, even some that push you out of your “comfort zone.”

Progress in Assignments. Your C. S. responsibilities and performance skills should advance across your college career. In general, you should serve in a C. S. assignment corresponding with your academic standing. More experienced students may move immediately into assignments usually reserved for those in an upper class.

Accommodations. If you live on campus and your assignment causes you to miss curfew or Food Service meals, you are responsible to make arrangements with the Dorm Dean or Food Service Director.

Approval & Evaluation of Christian Service

Approval. The Christian Service Director and your Academic Advisor shall approve all C. S. assignments.

Churches and organizations are to make requests and arrangements for student help through the C. S. Director.

Faculty or Staff members shall contact the C. S. Director before asking a student to serve in a local church.

You and your Advisor should seek a C. S. opportunity that relates as nearly as possible to your training, needs, and aptitude. Your development in Christian Service should always take precedence over requests for service. *According to ABHE standards, the C. S. assignments of upper class students must correspond with their Major.*

You are urged to stay in the same assignment throughout the school year. The C. S. Director and your Advisor must approve any change you make in an assignment during the school year.

You may be asked to submit lesson plans, sermon outlines, and/or reports as required by the C. S. Director.

If you feel your personal circumstances warrant an adjustment to or exemption from any of these policies, you may petition the C. S. Committee. All petitions should be typed and turned in to the C. S. Director before the semester's assignment begins. Only in the most unusual circumstances will the Committee review petitions concerning assignments in which a student is already involved. The Committee, including the Vice-President of Academic Affairs, may ask you to come before the Committee in person to present your petition.

Evaluation. Each semester, you and your supervisor are asked to evaluate your Christian Service. Evaluation is important in order to:

1. make sure your preparation enables you to meet the goals of Christian Service.
2. give you incentive for quality performance.
3. help us guide you toward achievable goals in service.
4. maintain a good working relationship with the church or organization you serve.
5. compile a file that can be used to recommend you for placement in a future job.

Files. A semester file for each student shall be kept in the C. S. Office. This file shall record the ministry approved, evaluative notations, and a satisfactory or unsatisfactory indication. Semester files are compiled into a permanent Christian Service file and placed with students' other permanent files in the Academic Suite.

Each Advisor shall annually review the C. S. file of each advisee and from that review make any pertinent suggestions to the C. S. Director and the student.

Christian Service Requirements for Graduation

Christian Service is required for all students enrolled in 6 or more credit hours. This requirement holds for 3 out of every 4 semesters (or 75%) of such enrollment. Students are not to enroll under these conditions for 2 consecutive semesters of a school year without a C. S. assignment.

If a student has a consecutive unfulfilled semester for Christian Service or subsequent semesters that do not comply with the expected ratio, there will be a fine of **\$50** per deficient semester.

Students seeking a certificate are required to perform Christian Service for half of their semesters at Vennard.

1 unit of C. S. credit will be given for the satisfactory completion of Christian Service for 1 semester. "Satisfactory completion" implies thorough preparation, faithfulness, dependability in performance of duties, punctuality, and cooperation with co-workers. Credit will be determined by the C. S. Director.

Graduating students who have not completed all C. S. requirements will not receive a signed diploma and their transcript will not indicate that they have graduated. In order to graduate, they must register for Christian Service for the following semester(s) and pay a fee of **\$100** until all C. S. requirements have been met.

Seven Suggestions for Successful Ministry

I. Be prepared. Thoughtful, prayerful, disciplined preparation lays a solid foundation for successful ministry. Make sure all necessary materials for ministry are brought along. Don't expect others to provide what is needed and don't presume what is needed will just be there.

"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth." (2 Timothy 2:15, NIV)

II. Be punctual. Plan ahead. Calculate an arrival time well in advance of the starting time. Allow adequate time to set up equipment, materials, displays, or furniture.

III. Be faithful. Be sure God, your supervisor and your co-workers can count on you to get your assignment done.

"See to it that you complete the work you have received in the Lord." (Colossians 4:17, NIV)

IV. Be flexible. Arrangements don't always materialize as anticipated. Learn to adapt without complaining.

V. Be a team player. Strive to maintain a positive, supportive relationship with others who serve with you. Be submissive to those in authority. The C. S. and Team Directors try to

make the best arrangements possible for an effective ministry; personal wishes or plans may need to yield to scheduled arrangements for the good of the whole team or of the people to whom you're ministering.

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others." (Philippians 2:3-4, NIV)

VI. Be mission-driven. The ministry – individual or team – must be the focus of your service. This attitude makes Christian Service meaningful, positive, and productive, and will result in a harmonious team spirit.

VII. Be spiritually healthy. Any truly successful service for Christ comes from a growing, meaningful devotional life based on commitment to prayer and serious study of God's Word. Your devotional life will fuel your ability to be a positive Christian example and witness at all times.

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." (1 Timothy 4:12, NIV)

Results of following these principles should include:

- a sense of joy in serving Jesus.
- a growing relationship with co-workers.
- development of a sense of responsibility.
- a growing sense of dependence on God's Spirit.
- confidence that the Bible can address every need.
- thorough, excellent, effective performance.
- a positive impact on those to whom you minister.
- a portfolio of useful experiences and materials.
- readiness to sense God's leading toward a future ministry or confirmation of such a calling.

Suggestions for Christian Service Opportunities

BUSINESS MANAGEMENT

Freshman	Bulletin Compilation/Output (local church) Office Help (church or civic organization) Share Iowa YMCA (working at counter) Visitation team member (local church) Asst. Sunday School teacher Youth For Christ Hospital volunteer
Sophomore	Any of the above, plus: Hospice
Junior	Asst. Church Secretary or Treasurer Bookkeeper Human Resource Assistant Office Help (church or civic organization)
Senior	Church Secretary or Treasurer Christian Ed. Director (local church) Office manager (church or civic organization) Organizing a community event

APPLIED MEDIA ARTS AND TECHNOLOGY

Freshman	<ul style="list-style-type: none"> Bulletin Compilation/Output (local church) Office Help (church or civic organization) Share Iowa YMCA (working at counter) Visitation team member (in church) Hospital volunteer Asst. Sunday School teacher Drama team Puppet team Youth For Christ Public library story hour
Sophomore	<ul style="list-style-type: none"> Any of the above, plus: Church newsletter (weekly) Hospice
Junior	<ul style="list-style-type: none"> Asst. Church Secretary or Treasurer Office Help (church or civic organization) Crisis Hotline Direct drama team (with experience) Church newsletter (weekly) Computer-generated advertising (church, church, or civic organization)
Senior	<ul style="list-style-type: none"> Church Secretary or Treasurer Data entry (church or civic organization) Computer-generated advertising (church, parachurch, or civic organization) Tutoring in computer (to non-Vennardians)

TEACHER EDUCATION

Freshman	Volunteer tutoring for children Kids' Corner YMCA Teacher's Aide in classroom Public library story hour Mentoring Program (such as Serve Our Youth) Helper in local church children's ministries or youth group Child Evangelism Fellowship Teacher' Aide in classroom Youth for Christ
Sophomore	Any of the above, plus: Hospice children's worker Asst. Children's Ministries Director (in church) Youth Group Leader
Junior	Any of the above, plus: Children's Ministries Director (in church)
Senior	Any of the above

EDUCATIONAL MINISTRIES

Freshman	Volunteer tutoring for Kids' Corner YMCA Teacher's Aide in classroom Public library story hour Mentoring Program (such as Serve Our Youth) Helper in local church children's ministries Child Evangelism Fellowship Youth For Christ Drama
Sophomore	Any of the above, plus: Tutoring Asst. Children's Ministries Director (in church) Youth group leader Assistant to Christian Ed. Director Sunday School teacher Mid-week ministry leader
Junior	Any of the above, plus: Children's Ministries Director (in church) Adult Bible study leader
Senior	Any of the above, plus: Christian Ed. Director

YOUTH MINISTRIES

Freshman	YMCA (coaching youth) Mentoring Program (such as Serve Our Youth) Youth For Christ Drama team Asst. youth worker Youth services Sunday School Teacher Tutoring
Sophomore	Any of the above, plus: Youth group leader Serve Our Youth Direct drama team (with experience)
Junior	Any of the above, plus: Youth Director/Pastor
Senior	Any of the above

PASTORAL MINISTRIES

Freshman	Visitation team member Hospital volunteer Asst. Sunday School teacher YMCA Evangelism/Outreach Visitation Team Mentoring Program (such as Serve Our Youth) Youth For Christ
Sophomore	Any of the above, plus: Sunday School teacher Hospice Nursing home ministry Serve Our Youth City Rescue Mission
Junior	Sunday School teacher Nursing home ministry City Rescue Mission Visitation team leader Adult Bible study leader Hospital Chaplain's assistant Prison ministry Preaching/pulpit supply Christian Ed. Director Worship leader Evangelism/Outreach Director
Senior	Any Junior-level assignments, plus: Local church pastor

WORLD EVANGELIZATION

Freshman	City Rescue Mission Outreach/Evangelism Visitation Team Hospital volunteer Mentoring Program (such as Serve Our Youth) Drama team Youth For Christ Salvation Army activities Straight House Asst. Sunday School teacher
Sophomore	Any of the above, plus: Worship leader Sunday School teacher
Junior	Any of the above, plus: MAP President Organize missions convention for local church Crisis Hotline Imagine The Possibilities Youth For Christ Hospital Chaplain's assistant Visitation team leader Prison ministry Evangelism/Outreach Director
Senior	Any of the above.

PSYCHOLOGY & HUMAN RELATIONS

Freshman	Visitation team member Hospital volunteer Residential Care ministries YMCA Mentoring Program (such as Serve Our Youth) Youth For Christ Red Cross (if trained)
Sophomore	Any of the above, plus: Hospice City Rescue Mission
Junior	Any of the above, plus: Crisis Hotline Visitation team leader Hospital Chaplain's assistant Prison ministry Imagine The Possibilities Leading small support group w/ supervisor
Senior	Any of the above.

CHRISTIAN MUSIC MINISTRIES

Vocal/Instrumental group or team
Children's or Youth choir leader
Playing piano for worship services, Sunday School or for choir
Worship team/worship leader

GENERAL STUDIES & CERTIFICATE

Asst. Sunday School teacher
Children's ministries worker
Youth For Christ
Drama team

MULTI-DISCIPLINARY

See suggestions under appropriate disciplines.

Appendix: Team Ministries

Vennard College employs one or more teams to travel around the country representing the College. These teams are subject to the following policies:

General Policy for All Teams. Each team shall be assigned to a qualified Vennard faculty/staff member or another approved person, who shall act as Team Director. The Team Director's duty is to train, oversee, and travel with the team on all ministry opportunities. If unavoidable conflicts or circumstances require, the C. S. Director or Vice-President of Institutional Advancement may request that another available and qualified faculty/staff member travel with a team. The C. S. Director must approve all ministry teams in order to receive Christian Service credit.

Music Teams. The music faculty shall be responsible for auditioning all students desiring to serve on a music team, and from these shall organize as many teams as can reasonably be expected to fulfill requests for ministry and can be properly prepared for such ministry.

The Music Team Director(s) shall supervise the team regarding style of singing, music selections, and all matters relating to the team ministry.

Other Ministry Teams. The C. S. Department or Vice-President of Institutional Advancement may form other team ministries using puppets, drama, camp counseling, etc. These teams will be formed as student interest and availability prevail and opportunities for ministry are presented to the College.

Travel Arrangements. The Vice-President of Institutional Advancement makes travel arrangements for team ministries. If College-owned vehicles are used, policies governing their use are in effect at all times. Use of privately owned vehicles for team ministry is subject to the approval of the Team Director and/or the Vice-President of Institutional Advancement in accordance with College policy. All team members are to travel together to and from assignments unless approval for alternative travel arrangements is received from the Team Director.

Finances. All offerings/honoraria received for ministry by College-assigned teams shall belong to Vennard College, and shall be submitted to the Business Office.

Accommodations. Some engagements may require student teams to miss curfew or Food Service meals, or to have off-campus overnight accommodations. In such cases, the Vice-President of Institutional Advancement, the Team Director, or team members with Director's approval will make the necessary arrangements with the Dorm Deans, Food Service, and/or the Business Office.

Appendix: Sex Abuse Prevention Standards

1. Refrain from sexually explicit joking, inappropriate conversation about sexual matters, and sexual harassment. (See *Community Handbook* pp. 13-14 for Vennard's definition of and policy regarding sexual harassment.)
2. Refrain from unnecessary physical contact with members of the opposite sex (embracing, excessive patting or touching, etc.) and inappropriate or excessive contact with members the same sex.
3. Refrain from being alone with unrelated members of the opposite sex. If such a situation is unavoidable, take special precautions such as avoiding all physical contact, remaining in a public, well-lighted place, taking note of how much time is passing, and letting a supervisor know about the situation as soon as possible.
4. Focus your time and counseling on those of the same sex.
5. Any knowledge or suspicion of child or sex abuse must be reported to your supervisor and the C. S. Director, who are to contact appropriate authorities.