

Table of Contents

The “Why” We Do What We Do

Know.Live.Share. Christ	3
Communicating the Message	3
Scripture to Memorize on Serving	4

The “What” – Who We Are/What We Are

Global Outreach Department Mission and Goals	5
Student Life & Christian Ministries Division Core Outcomes	5

The “How” We Do Ministry

Ministry Team Profile	6
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Roles and Responsibilities

Team Leader’s Personal Roles and Responsibilities	7
Team Leader’s Administrative Roles and Responsibilities	7-10
Team Roles and Responsibilities	10
Guidelines for Ministries.....	11

Ministry Council and Local Ministry Team Leaders.	12
--	----

Available Resources.....	13-14
--------------------------	-------

Reducing the Risk	15
-------------------------	----

Dealing with Emergencies	16-17
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The “Why” We Do What We Do...

Know.Live.Share. Christ

Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:18-20

We have been given the responsibility to make disciples. In order to carry out this task we must know, live, and share the gospel.

Know: Know what Jesus has accomplished for us through His death on the cross and his resurrection. Know that we can be saved through faith in Jesus’ own righteousness that He grants us as a completely free and undeserved gift (Romans 6:23).

Live: The gospel isn’t simply something we “know”. It informs us how to live. Christ came not only to give himself as payment for our sin, but also to show us how to live. He stated that the two greatest commandments are: to love the Lord with all your heart, soul, and mind; and to love your neighbor as yourself. Through His Word and the empowering of the Holy Spirit we are able to live out Jesus’ commands with integrity in our conduct (Titus 2:11-12).

Share: The gospel is the most wonderful message we can ever tell. It convicts of sin and tells us we will either spend eternity in hell or be reconciled to God in heaven. Knowing and living the gospel is important but the lost world around us cannot become a disciple of Christ unless they hear and believe the gospel message. That is why we must share the gospel (Romans 10:14-15).

Communicating the Message

The Five R’s of the Gospel

Reign. God created the world for His glory. He created us to enjoy and worship Him. Adam and Eve were placed in the Garden of Eden to live life with God and they had a perfect relationship with Him. (Psalm 8:1-4)

Rebel. There was one tree in the garden that Adam and Eve were told not to eat of but they chose disobedience against God and His will for them. Because God is Holy (without sin) and a just God, He no longer could allow them to be in His presence. The consequences of their sin and ours is that we are separated from God and will spend an eternal death away from Him. (Genesis 3, Romans 3:10 - 18, 23, Ephesians 2:1-3)

Rescue. Fortunately, the story does not end there. Jesus, God's Son, entered the world, born of a virgin and grew up without sin. In every way that Adam was unfaithful or disobedient, Jesus was faithful and obedient. He then was the perfect, pure, and holy sacrifice who died on the cross to take on the penalty of our sins. God the Father poured out His wrath on Jesus instead of us. (Isaiah 53:5)

Resurrect. Jesus proved to have power over sin and death by raising from the grave three days after His death. He promises us this same power over our sin and eternal life with Him if we ask for forgiveness for our rebellion against God and choose to live a life of obedience to Him. (Ephesians 2:4-7)

Respond. Jesus said, “I am the way, and the truth, and the life. No one comes to the Father except through me” (John 14:6). If we do accept Jesus’ gift of eternal life, we also will begin a new life in Him. Galatians 2:20 says, “I have been crucified with Christ, it is no longer I who live, but Christ who lives in me. And the life I now live in the flesh, I live by faith in the Son of God who loved me and gave Himself for me.” Now that we know this truth, we must make a decision to either repent and receive Jesus’ gift of forgiveness or reject Him and continue in our own way of living that will inevitably lead to an eternity away from God.

Scripture to Memorize on Serving

For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many. Mark 10:45

For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10

And let us consider how we may spur one another on toward love and good deeds. Hebrews 10:24

Pure and genuine religion in the sight of God the Father means caring for orphans and widows in their distress and refusing to let the world corrupt you. James 1:27

Then these righteous ones will reply, "Lord, when did we ever see you hungry and feed you? Or thirsty and give you something to drink? Or a stranger and show you hospitality? Or naked and give you clothing? When did we ever see you sick or in prison and visit you?" And the King will say, "I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me!" Matthew 25:37-40

Now that I, your Lord and Teacher, have washed your feet, you also should wash one another's feet. I have set you an example that you should do as I have done for you. John 13:14-15

Remember those in prison as if you were their fellow prisoners, and those who are mistreated as if you yourselves were suffering. Hebrews 13:3

I pray that you may be active in sharing your faith, so that you will have a full understanding of every good thing we have in Christ. Philemon 1:6

Learn to do good. Seek justice. Help the oppressed. Defend the cause of orphans. Fight for the rights of widows. Isaiah 1:17

The “What” – Who We Are/What We Are

Core Values: Love for God. Love for Others. Integrity in Conduct. Excellence in Effort

Global Outreach Department Mission and Goals

Mission:

Global Outreach exists to prepare and organize the Cedarville University community to know, live and share the Gospel. This is accomplished through locating opportunities and recruiting, equipping and sending students, faculty and staff to serve across the street or across the ocean.

Goals:

Within the context of Cedarville University and our department mission, we intend to pursue the following primary goals:

1. We will intentionally strive to strengthen the local church around the world (Acts 16:5, 20:28, Ephesians 4:11-13).
2. We will evaluate existing and develop new partnerships with gospel focused resident ministries with whom we are in doctrinal agreement (2 Timothy 1:13-14, Titus 2:1).
3. We will provide opportunities to pray, give and go to local, domestic and international populations (Matthew 9:36-38, Romans 10:14-15).
4. We will encourage a lifelong burden to fulfill the Great Commission (Matthew 28:18-20)

Student Life & Christian Ministries Division Core Outcomes

To achieve its purpose, the Student Life and Christian Ministries Division seeks to accomplish the following core outcomes in our graduates:

1. **GOSPEL** - Cedarville graduates will understand the Gospel message of Jesus Christ, distinguish it from common misconceptions, and live out its implications for all of their lives.
2. **LOCAL CHURCH** - Cedarville graduates will identify their spiritual giftedness and strengths and actively participate in the community and mission of their local church.
3. **SCRIPTURE** - Cedarville graduates will recognize the Bible as the revelation of God about Himself, demonstrate knowledge of the biblical text, and apply it to all facets of life.
4. **MISSIONS** - Cedarville graduates will desire to see the Gospel communicated to all peoples and participate by praying, giving and going.
5. **LEADERSHIP** - Cedarville graduates will know their strengths and weaknesses and will be servant-leaders by living consistent lives, demonstrating competence, and earning an audience that produces influence in the lives of others.
6. **MATURITY** - Cedarville graduates will develop disciplines that produce spiritual, emotional, physical, mental, and relational health.

*Service is not a duty or really even just a privilege.
It is simply a part of our identity as followers of Christ.*

The “How” We do Ministry

Complete for or with your team within your first few meetings please.

MINISTRY TEAM PROFILE							
Ministry Name/Location:	This is a sample: a Google document will be shared with you, to be filled out on-line.						
Day(s) and time(s) you serve:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MINISTRY NEEDS. Describe the spiritual, emotional, physical, and intellectual needs of the church/organization that the Global Outreach Local team seeks to meet.							
MISSION STATEMENT. Write a summary of the ministry which includes the purpose. The mission should explain what you do, for whom, and why. This statement might begin with the phrase, “The [team name] ministry exists to ...”							
SCRIPTURE THAT EMBODIES THE MINISTRY. Type the text and reference.							
GOALS & OBJECTIVES. List what you hope to see God do in and through your ministry team this year. (prayer requests)							
MINISTRY PROGRAM. Describe in detail what the team does during a typical day at the ministry location.							
HOST POLICIES. List any host church/ organization policies, rules, training, paperwork, or requirements for volunteers.							

Roles and Responsibilities

Team Leader's Personal Roles and Responsibilities

- Pursue a growing relationship with God, developing character, pursuing integrity, practicing spiritual disciplines, exhibiting the Fruit of the Spirit, loving God, loving others, etc.
- Make prayer a vital part of your personal leadership and your team's ministry.
- Faithfully attend your ministry and team meeting each week.
- Maintain at least a 2.0 GPA.
- Must be a full-time student in good standing with the university.
- **All leaders are expected to attend the CU Lead program (January 2020) and any required training sessions.**
- All leaders are required to meet with their Ministry Council member as a group or one-on-one once a month.

Team Leader's Administrative Roles and Responsibilities

- Read and follow the instructions in these Guidelines, keeping in mind you may delegate but you are responsible to make sure these things get done.
- Explain the **Confidential Application and Release of Claims form**, their legal/liability significance, and send links to team members.

Confidential Application - https://cedarville.co1.qualtrics.com/jfe/form/SV_cVeIN1DeaeMrkrj

Release of Claims form - https://cedarville.co1.qualtrics.com/jfe/form/SV_5795evuUSr3fPlr

Every student who joins your team must complete these every year, **including you**, the Team Leader.

A "yes" or "no" answer pertaining to the Personal Questions on the Confidential Application does not mean automatic disqualification from ministry participation. It **does** mean we will follow-up with them before participation.

- Fill in your online google doc **Team Roster** for your ministry as soon as possible after the first visit and communicate all team member additions/deletions **throughout the year** on this document.

This document is used to confirm that each student completes the online Confidential Application and Release of Claims form. In addition, you will record attendance on this **Team Roster**.

If continual attendance problems occur, please contact the Global Outreach office.

- Fill in your online google doc **Ministry Profile** for or with your team.
- Share ministry stories, needs, and prayer requests by emailing us.

- **Coordinate transportation** for your team, either student-owned vehicles or CU-owned vehicles after the Involvement Fair.

We are committed to providing access to **Personal Mileage Reimbursement and/or CU-owned vehicles** for students who participate in Global Outreach ministries. Remember that access to Personal Mileage Reimbursement or a CU-owned vehicle is a privilege, not a right... there is a limited supply of resources and vehicles. Even though Global Outreach is a volunteer-based program, the University invests significant resources to support this program.

The current Team Roster and Confidential Applications & Release of Claims forms for each team member must be completed before Personal Mileage Reimbursement will be issued or a CU-owned vehicle will be allowed, on an ongoing basis. After the first two visits to your ministry, Personal Mileage Reimbursement will be discontinued and/or Cedarville-owned vehicle reservations will be canceled until this paperwork is received by the Global Outreach Ministry Coordinator Office.



1. Review **these Transportation Guidelines** with your team.
2. Assess how many students on your ministry team have vehicles and which days they could be used for traveling to and from your ministry. **Teams with less than 4 team members will only be offered Personal Mileage Reimbursement, no CU vehicle.**
 - Drivers will be reimbursed for mileage after they submit the online [Personal Mileage Reimbursement Request](#) Form which we will send to you to forward to your drivers, and it can be found on our department homepage.
 - Current reimbursement rate = \$0.25/mile.
 - Reimbursement requests must be submitted within ONE WEEK of your ministry.
 - The requests are sent each Friday to Accounts Payable for payment.
3. If you find you need to utilize CU vehicles, you should submit an online vehicle request.
 - We will send you the **How to Make a Vehicle Request** instruction sheet (PDF).
 - We will send you the [Vehicle Reservation Request](#) link or you can find it on our department homepage. **Only Leaders are authorized to request CU vehicles unless you designate this task to someone else on the team but only 1 person will be approved to make fleet reservations.**
 - Submitting an online vehicle request does not guarantee that a vehicle will be available during the day/time of your request.
 - ALL drivers must be approved by Campus Safety during the **current** year.
 - **First, send the names of drivers to the Global Outreach Ministry Coordinator (Vicky) by e-mail,** along with the **type of license** needed (either minivan or full-size van).
 - **Once Vicky has sent the names to Campus Safety, then** the drivers must visit Campus Safety to be issued an annual CU-license.
 - **Only** use your assigned vehicle to transport you and your team to and from your ministry. **Unauthorized use of CU vehicles will result in a \$250 fine plus any other costs incurred (i.e., mileage charges, etc.)**
 - **On the day of your ministry.** Pick up the key and travel sheet for your vehicle at the SSC Information desk 8:00am-8:00pm, M-TH, 8:00am-6:00pm F-SA. If you pick up the key early, **DO NOT** take the vehicle until the time your travel sheet indicates. **Obviously, Sunday ministry leaders must pick up their key/travel sheet the day before their ministry.**
 - **Lost keys will result in the cost for the replacement key being charged to you.**

- Full payment of any traffic tickets (parking, speeding, etc.) is the sole responsibility of the student driver, not Cedarville University. Park in secure areas and beware of height of the vans (some parking garages will be inaccessible).
- For fuel, contact the Automotive department at 937-766-7779 (M-F, 8AM-5PM) or the On-Duty Campus Safety officer at 937-239-6491 during non-business hours to meet you at the fuel pump at the Automotive Dept. **If you need to purchase fuel off-campus, keep the receipt, write your name and ID # on it, & submit it to the SSC Information Desk for reimbursement.**
- Have a “back-up” plan with student-owned vehicles in case a CU vehicle is unavailable. **Remember to report any problems with a CU vehicle on the travel sheet.**
- **The Emergency Packet.** If you have trouble on the road or have an accident, follow the instructions in the Emergency Packet found in the vehicle door pocket, console, or glove box and contact the Asst. Director of Global Outreach, Keith Holcomb (see **Emergency Contact Card** for phone numbers). Please notify the SSC Information desk if you notice the vehicle does not have an Emergency Packet.
- **Any requests for vehicles beyond the usual scheduled ministry time(s) must be approved** by the Global Outreach Ministry Coordinator.
- If your team will not need a scheduled vehicle, you must go online and **cancel that reservation in advance** so that vehicle will be made available to others who might need it and **Global Outreach will not be charged the no show \$10 fine.**
- When the CU vehicles are “grounded” due to hazardous road conditions caused by winter weather, **all Global Outreach teams are officially canceled.** It is your responsibility to notify the contact person at your church/organization and let them know you will not be coming. Also, personal vehicles should not be used when the CU vehicles are grounded. **If a student chooses to drive their own vehicle to the ministry while the campus vehicles are grounded, Personal Mileage Reimbursement will not be provided.**
- It is the responsibility of each team to take care of the CU vehicles and do their best to keep them in the best condition possible at all times. Remember this principle: **Always leave it in better condition than you found it and be aware that there will be a cleaning fee charged for CU vehicles misused.**
- Notify the Information Desk immediately if you have a vehicle issue so they can address the problem. Follow up with the Global Outreach Ministry Coordinator for ongoing vehicle issues.

○ **Involvement Fair** and after:

- Contact your ministry before the Fair.
 - See **First Visit/Contact Information** in the front pocket of this folder. **Note:** notify us of any change in this information.
 - Schedule the day, time, and detail of the FIRST VISIT tour/orientation.
- Get ready – **Friday, August 23, 6-8pm**, outside, between the DMC & SSC (rain location-Doden Field House).
 - Recruit returning team members to assist you.
 - Get creative decorating your table with pictures, brochures, tri-fold board display (we have some), etc. Ask your ministry contact if they can provide giveaways, candy, cookies, display materials, etc.
 - 5:30 team leader arrives wearing your Global Outreach t-shirt
 - Find your assigned table with table cover, signup sheet, and pen provided.
 - Clarify that signing-up does not commit them, but lets you know they are interested.
 - Discuss the time commitment...when the team meets, when you go, etc. **Emphasize the faithfulness you expect from all student volunteers.**

- After the Involvement Fair, we recommend you **call** each potential team member and send a **follow up email** encouraging them to come to the first visit to your ministry, your first team prayer meeting, etc. Stay in touch!
- If you need more volunteers, let us know to advertise for you and ask your RA if you may make an announcement at a unit/hall meeting.
- When notified that all **Legal Forms** are submitted, pick up Global Outreach t-shirts for all team members.
- Respond to requests/**communicate** with the Global Outreach staff, Ministry Council, the church/organization staff, and your team members.

Team Roles and Responsibilities

- Follow the responsibilities outlined in **Guidelines for Ministries** (pg. 11 and online with Confidential Application).
- Attend class and chapel before ministry. Ministry is not an excuse to miss class or chapel.
- Protect any individual from all forms of abuse while you are with them.
- Avoid any romantic/inappropriate involvement with anyone at the ministry.
- Use discretion in giving out personal information, i.e. phone number, email, address.
- Keep your focus on the ministry if you develop a dating relationship with another ministry member, not allowing romance to take away from the ministry.
- Remember you are representing Jesus Christ and Cedarville University. Team members should take this responsibility seriously.

Guidelines for Ministries

We are excited to have you join a ministry this year. Each student must read this document and **submit the online Confidential Application and Release of Claims form**. If you have any questions regarding the information in this document, you may contact your leader or a staff member.

Qualifications:

- Will have a servant's heart and display a genuine love for your team and others.
- Will display compassion, humility, and a teachable attitude to all people.
- Will be a full-time student during the entire academic year or while serving (exceptions to be approved by the Global Outreach Director)
- Will be a positive representative for Cedarville University.
- Will seek to communicate the Gospel effectively and accurately.
- Will handle conflict in a manner that reflects the Gospel.
- Will demonstrate an attitude of gratefulness.

Expectations:

- Submit a Confidential Application and Release of Claims form.
- Be a committed and faithful member.
- Maintain a minimum 2.0 cumulative GPA with academic accountability required of all students with a GPA below 2.5.
- Abide by Cedarville University's core values and doctrine, standards and rules, as outlined in the Student Handbook, as well as those of the host organization.
- Never touch an individual in an inappropriate way or with the intent to discipline.
- **Always have a third party present!** Only talk to an individual in the ministry within the sight and sound of other people.
- **Understand you are not bound by professional issues of confidentiality.** Communicate for referral any questions, suspicions, or problems shared by an individual to the appropriate person.
- Develop your effectiveness in this ministry by attending any training required by this ministry.

All students who participate in a ministry need to be knowledgeable of health risks related to HIV/AIDS, and how to protect themselves against infection. You can read information on HIV/AIDS at www.cdc.gov/hiv. Please contact a staff member or University Medical Service (ums@cedarville.edu) if you have any questions.

Ministry Council and Local Ministry Team Leaders

Keith and MC:

Keith and Ministry Council will meet every week to discuss training, recruiting, event planning, leadership development, and spiritual formation.

Ministry Council and Local Team Leaders:

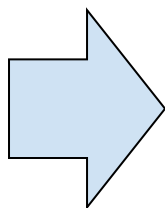
MC will meet with the **ministry leaders assigned** (see list in front pocket of this folder) to them at least once a month one-on-one or in a group for equipping in leadership, prayer support, ministry updates, training material (provided by G.O.), guidance, etc.

Local Team Leaders and Team:

Leaders will meet with their teams to go over any training material shared by Ministry Council or Global Outreach staff, discuss any ministry updates and pray together for their ministry (meeting can take place 20-30 minutes before leaving for the ministry or can take place on a different day).

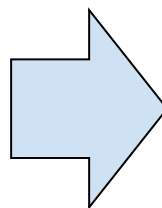
**Keith with
MC**

Once a week



**MC with
leaders**

At least once a
month in a group
or one-on-one



Leaders with teams

Weekly (typically
before heading to the
ministry)

Available Resources

- Storage area
 - Tri-fold display boards
 - Arts & crafts supplies (see pg. 13 list)
 - Puppets
- Resource Room, DMC 173 (giveaways – see pg. 13 list)
 - Bibles, tracts, books
- Resource Room, DMC 173 (check out - Book Categories)
 - Bible Study
 - Counseling
 - Discipleship
 - Elderly
 - ESL/International
 - Evangelism
 - Leadership
 - Missions
 - Prison
 - Teaching Resources
 - Urban
 - World Faiths/Cults
- **Stop by & take a look during regular business hours (Mon-Fri, 8am-5pm), and please let us know if there is something we could acquire which would help make your ministry more effective.**
- Collaboration Rooms (DMC 170, 171, 176, 179, 180A, 180B).
 - Reserve one of these rooms through the Global Outreach Ministry Coordinator (Vicky).
 - Amenities include comfortable seating, paper goods, microwave, water dispenser, hot chocolate packets, & popcorn.

Supplies in Storage
art foam sheet
balloons
balloon pumps
beads
brass fasteners
bubbles
buttons
chalk (white & sidewalk colors)
chenille wires
clown props/clothes, few
colored pencils
construction paper
craft sticks
crayons
doilies
duct tape
embroidery floss
feathers
felt
glitter
glitter glue tubes
glue
gluesticks
index cards, color & unruled
lunch bags (brown & colors)
markers
masking tape
modeling clay
moveable eyes
nails
paint & brushes
painters tape
pencils
pencil sharpeners
playdough
poster board
pom poms (little colored balls)
ribbon
rubberbands
rubber cement
scissors
scotch tape
single hole punches
straight pins
staplers & staples
stickers
string, plastic jewelry
string, rolls of green & ecru
tissue paper
velcro
yellow yarn

Give Aways
31 Days to Living as a New Believer
Answer, The, New Century Version Bible
Arabic Bible, NIV
Arabic New Testament, NIV
Arabic/English Bible, NIV
Beginning Again
Chinese New Testament
Chinese Story of Hope
Chinese Won-by-One
Free on the Inside NKJV bibles
God's Good News: The Gospel (9Marks)
Gospel of John (Pocket New Testament League)
HCSB Large Print Reference Bible
HCSB UltraThin Reference Bible
How Good is Good Enough
Islam and Christianity
It's a New Day New Testament
Jesus and the Quran
KJV Gideon New Testaments
KJV softcover Holy Bible
Life Book, The (Mark)
Life Recovery Bible NLT personal size
May I Ask You a Question full color
More Than a Carpenter
NIV giant print softcover Bible
NIV New Testament large print
NIV pocket size N.T.
Paths of Gold booklet
Search, The
Simple Truth, The
Spanish "May I Ask You a Question?"
Spanish Gospel of John, "Juan"
Spanish New Testaments
Spanish NTV La Promesa
Spanish tract Vive
Spanish/English New Testaments
Steps to Peace
Ultimate Questions, John Blanchard
Won by One
Your Greatest Turning Point

Reducing the Risk

RISK MANAGEMENT is the ability to ...

1. **ASSESS** your **ENVIRONMENT**.

- *As a leader in a position of responsibility, do you look at locations and situations differently than a team member would? Examples: buildings, individuals, highways, city streets, etc.*

2. **DISCERN** possible **DANGERS**.

- *Be aware of both external threats (physical dangers outside of your control such as harassment or stalking) and internal threats (personal weaknesses, areas of temptation, spiritual issues, team/interpersonal conflict).*

3. **MANAGE** Situations Appropriately

A. **TAKE INITIATIVE TO MAKE CHANGES.**

These are not necessarily situations which call for you to be removed from your environment, but they are situations which necessitate you to remove yourself from the problem's direct influence.

B. **LEAVE THE AREA IMMEDIATELY.**

*This is a situation in which you are in immediate danger & your safety is being threatened. **Never stay in a situation where you feel unsafe or threatened.***

Dealing with Emergencies

Definition: What is an Emergency?

- A sudden state of **DANGER**.
- A serious occurrence demanding **IMMEDIATE ATTENTION**.
- A **LIFE-THREATENING** situation.

The following procedures are a basic outline for responding to an emergency which may occur while your team is on the road:

Refer to the **Emergency Contact Information Card** (in your folder).

- Keep this card with you at all times when going to and from your ministry or save the numbers in your phone.
- **In an emergency**, take the following steps:
 1. **HELP** anyone who is injured with basic first aid, don't move them except for in a fire.
*Remember to present health insurance card & use home address.
 2. **CONTACT** the police and medical personnel.
 3. **INFORM** the Global Outreach Director or Asst. Director of any and all developments and check in at defined intervals.
 4. **DOCUMENT** the entire incident completely using the Student Personal Injury/Incident Report (following page). *Record full names and addresses of those involved & witnesses, license numbers, makes of vehicles, time, road names, etc.

Student Personal Injury/Incident Report (following page)

- In the event something happens during your ministry (accident, injury, etc.), you must use this form (**following page**) for accurate/detailed documentation (see #4 above).
- Submit the completed form to our office ASAP during business hours M-F, 8am-5pm.