

Team Leader Manual

Community Ministries Department

"...Whoever wants to be a LEADER among you must be your SERVANT ... For even the Son of Man came not to be served but to serve others and to give his life as a ransom for many." Mark 10:43, 45

2012

Because we have been so loved by God through Christ,
we do not *have* to serve others, we *get* to serve others.

No hidden agendas. No ulterior motives.

God's grace frees us to turn our attention
fully to serving the person in front of us.

- Dr. Bill Brown

Lead with EXCELLENCE.

Serve with JOY.

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Summary of Mission and Objectives

A mission statement answers questions such as: “Who are we? What do we do? For whom? For what purpose?” Cedarville-sponsored student ministry teams essentially serve underneath the mission statements of Cedarville University, the Christian Ministries Division, and the Community Ministries Department. Although there are multiple administrative layers, each organizational level reflects common themes such as biblical truth, leadership, service, and equipping students. When these statements of purpose are clearly communicated and individually supported, each student ministry team and department staff member is more likely to be mission-driven as they fulfill their specific roles.

So, my dear brothers and sisters, be strong and immovable. Always work enthusiastically for the Lord, for you know that nothing you do for the Lord is ever useless. 1 Corinthians 15:58

Cedarville University Mission Statement

Cedarville University is a Christ-centered learning community equipping students for lifelong leadership and service through an education marked by excellence and grounded in biblical truth.

Christian Ministries Division Mission Statement

Believing that our Savior has commissioned all believers to serve, we, the Christian Ministries Division, are committed to challenge and equip students for a life of faithful service. Holding to biblical truth and its emphasis on demonstrating a servant’s heart in all areas of life, we endeavor to provide appropriate opportunities for which students may volunteer. Accepting our responsibility in shaping lives, we encourage students to use their interests, abilities, and gifts to build a vision to be an active part of God’s work in their world.

Community Ministries Department Mission Statement

The Community Ministries Department equips students for lifelong leadership and service by organizing and encouraging involvement in local church teams, community outreach teams, and spring break teams where students express their love for God by serving others.

Love God. Serve Others.

Community Ministries Department Vision Statement

Cedarville University students will be known for their love for others, which is demonstrated as they go and serve with churches and organizations in our surrounding communities. Student participation in Community Ministries will be a vibrant, visible, and life-changing component of Cedarville’s campus life. Students who join these volunteer ministry teams will grow as servant-leaders and view their service to others as a natural overflow of their relationship with Jesus Christ ... something they *get* to do, not something they *have* to do. Participation on a Community Ministries team will encourage students to consider a lifetime of faithful service beyond their years at Cedarville.

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

Community Ministries Department Objectives

1. Ministry teams will provide hands-on opportunities for students to apply truth learned in the classroom and chapel.
2. The Community Ministries program will include ministry teams where students interact with a diverse population (ethnic, cultural, socio-economic, generational, etc.). This will result in an increased understanding of and appreciation for diversity as students respond to the needs of others with compassion, humility, and a teachable attitude.
3. Students who serve as team leaders will improve their leadership skills, leading their student ministry team with excellence and integrity.
4. Students who participate on a ministry team will build relationships that produce lasting positive change & personal growth in their life, and in the lives of others. This will be evident as students develop relationships with the people they serve, the church/organization staff, and each other.

Community Ministries Department Core Convictions

- **Identify Current Local Volunteer Opportunities.** The Community Ministries Office will create a comprehensive list of current volunteer ministry opportunities for which any student may volunteer.
- **Partnership with Others.** The Community Ministries Office will work together with established churches and organizations in our surrounding communities to coordinate student ministry teams.
- **Intentionally-Focused Ministry.** Ministry teams exist to encourage growth spiritually, emotionally, physically, intellectually, and relationally in the lives of those who serve, as well as those being served.
- **A Variety of Ministry Types.** Department resources will support ministry teams which give students the opportunity to engage in a variety of ministries, especially those which focus on the following areas: the local church; evangelism; the poor or homeless; the elderly, widow, orphan, sick, or prisoner; the physically or mentally disabled; ethnic, cultural, or socio-economic diversity; and those living in urban/inner-city locations.
- **Student-Led, Team-Based, Volunteer Ministry.** Department resources will primarily support student-led ministry teams that serve faithfully at churches and organizations on a weekly basis throughout the school year, or for one week during Spring Break. We will also seek to encourage and equip individual students and student groups/organizations who desire to get involved in local volunteer ministry through the Ministry Incentive Funds program and CU in the Community.
- **Gospel Focus. To Know Christ & Make Him Known.** Our foremost priority for ministry teams as they serve in local churches and communities is to introduce people to Jesus Christ and/or help them take the next step of growth in their relationship with Him.
- **Diversity.** We will seek to offer a number of ministries (local and Spring Break) which provide students with opportunities to serve alongside individuals from a wide variety of ethnic, cultural, and socio-economic backgrounds.
- **Serious about Safety.** We will seek to provide a safe environment for those served by student ministry teams through annually screening all volunteers (see Team Member Packet, Appendix).
- **Equipped for Effective Service.** Ministry teams will be adequately equipped to serve through the timely provision of transportation, orientation, supplies, and training.
- **Lead with Excellence. Serve with Joy.** Student team leaders will strive for excellence in leadership. Ministry team members will serve with joy & represent Jesus Christ and Cedarville University well.
- **Know Why You Serve.** We will seek to communicate a biblical motivation for service which is driven by grace and joy (not “religious duty”, feelings of guilt or obligation), characterized by compassion, and inspired by love for others. See “A Balanced Approach to Ministry” (pg. 6), Ministry Team Profile (pg. 7) and Biblical Motivation for Ministry (Appendix).

A Philosophy of Community Ministry

Community Ministries Defined

The communities surrounding Cedarville University contain churches, hospitals, detention centers, faith-based ministries, and many other types of organizations. These churches and organizations have volunteer opportunities which may be filled by Cedarville students who desire to serve others. Community Ministries teams volunteer in locations throughout the Miami Valley region every week.

Our Motivation: Why We Do What We Do

The motivation for ministry involvement is found in Jesus' words in Matthew 22:36-40 (the great commandment) and Matthew 28:18-20 (the great commission). The great commandment explains what believers should **BE** → people who love God and others. The great commission explains what believers should **DO** → make disciples. So, the overall motivation that drives the Community Ministries program is the desire to fulfill Christ's commission for believers to "go into all the world and preach the gospel to all creation" (Mark 16:15). See "A Biblical Motivation for Ministry" (Appendix).

*Christ without Compassion = Isolation.
Compassion without Christ = Incomplete.
Tim Cochrell, 2002 CU graduate and former ministry leader*

Ministry in an Educational Institution

We believe that getting involved in a ministry is an important aspect of each student's Cedarville education. Cedarville University, as an educational institution, intentionally provides opportunities where students may volunteer with local churches and community organizations. Our goal is to give students an opportunity to go out into the world and gain ministry experience while they are absent from their home church. This experience will better enable students to apply what they learn in the classroom and in chapel, and ultimately be better equipped "...for works of service, so that the body of Christ may be built up..." (Ephesians 4:12). As a result, the Community Ministries program benefits the individual student, the church, the community, and the world.

How to View the Church/Organization

Local churches and community organizations provide an outlet for your team's ministry, and it is a great privilege to be invited to serve alongside their staff and volunteers on a weekly basis. In view of this privilege, nothing should be done by any team that might potentially endanger future opportunities for continued ministry. When your team has "the same attitude that Christ Jesus had" (Philippians 2:5), their ministry will provide a means of encouragement, unity, and personal spiritual growth through the exercise of their individual gifts. You need to realize what is expected from you, and then do everything you can to fulfill your ministry role while you are there. Your team needs to be sensitive, willing to adapt, and flexible within each situation. Remember that you are serving in the program established by the church/organization. Forming a clear vision of your ministry's direction and asking God for specific opportunities to use your gifts & abilities to serve others will bring you face-to-face with an effective ministry and a relevant message.

We are servants of Jesus Christ desiring to follow His example of selfless service to others.

A “Balanced” Approach to Ministry

It is essential to understand ministry as the responsibility of the body of Christ (Ephesians 4:12). When evaluating a new ministry opportunity, it is often easy to start the process by seeking to determine what specific needs exist which we might be able to meet through our service. Although it is true that we **ALL** have various needs (spiritual, emotional, physical, intellectual, and relational), we encourage each ministry team to **FIRST** consider the assets which exist in their specific ministry context. The insightful book When Helping Hurts suggests these community assets may include land, buildings, social networks, finances, intelligence, staff, volunteers, creativity, etc. Once these community-based assets are discovered, it gives a more healthy foundation for engaging in volunteer opportunities and partnering with the local staff and volunteers as they respond to the needs present in the church or community organization. Also, keep in mind that your ministry is defined and directed by the church/organization’s specific policies, procedures, and expectations. This approach to ministry will require your team members to be humble, teachable, committed to prayer, and sensitive to the leading of the Holy Spirit.

Compassion sees the need, feels the need, and does something about the need. Bryan Loritts

All team leaders are expected to complete/update the Ministry Team Profile (next page) and use an early team meeting to discuss the content with their team. Inviting team members to join this conversation will provide valuable input. This is an opportunity for team leaders to define expectations & help team members focus on appropriate motivations for service. You may also want to review Ministry Profiles from previous team leaders. The Ministry Profile includes the following information:



As your team seeks to meet the needs of the people in your ministry by conducting its established program, it accomplishes its goals & objectives, and fulfills its mission.

MINISTRY TEAM PROFILE

Team Name/Location:							
Day(s) and time(s) you serve:	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<u>COMMUNITY ASSETS.</u> Describe the spiritual, emotional, physical, intellectual, and relational assets of the people this ministry seeks to serve. These assets provide a healthy starting-point and foundation for an effective ministry.							
<u>COMMUNITY NEEDS.</u> Describe the spiritual, emotional, physical, intellectual, and relational needs of the people this ministry seeks to serve. The needs of the church/organization will define your ongoing ministry.							
<u>MISSION STATEMENT.</u> A one or two sentence summary of the ministry which includes the team's "reason for existence" (purpose). The mission should explain what you do, for whom, and why. You may want to express rationale for why Cedarville should support students volunteering in the church/organization. The mission could also include Scripture references or other points of emphasis that define, support, or motivate volunteers in the ministry. This statement might begin with the phrase, "The [team name] ministry exists to . . ."							
<u>GOALS & OBJECTIVES.</u> Specific, measurable objectives, goals, or action steps that express the desired outcomes which will result from fulfilling the volunteer ministry roles at your ministry. What do you hope to see God do in and through your ministry team this year? <i>Team leaders should also create a separate list of goals and objectives related specifically to their personal leadership of the ministry team.</i>							
<u>MINISTRY PROGRAM.</u> A detailed description of what the team actually does during a typical day at the ministry location. This includes roles, responsibilities, expectations, schedule of activities, times of departure & return, etc.							
<u>FOUNDATION OF NON-NEGOTIABLES.</u> A list of any host church/organization policies, rules, orientation, training, paperwork, expectations, or other requirements for their volunteers.							

Expectations for Student Team Leaders

Personal Roles & Responsibilities

- Pursue a growing relationship with God (developing character, pursuing integrity, practicing spiritual disciplines, exhibiting the Fruit of the Spirit).
- Make prayer a vital part of your personal leadership and your team's ministry.
- Faithfully attend your ministry each week.
- Must be a full-time student in good standing with the university.
- Make your academic endeavors your #1 institutional priority and maintain at least a 2.0 GPA.
- Exhibit an enthusiastic commitment to make your ministry a very high institutional priority.
- Leaders are encouraged (not required) to assist with the Getting Started new student orientation program at the beginning of Fall Semester. *This is a great opportunity to grow as a leader & meet potential new team members.*
- All leaders are expected to attend at least one seminar in the FOCUS Leadership program.

Spiritual gifts are what we do; spiritual fruit is what we are. Timothy Keller

Administrative Roles & Responsibilities

- Read, understand, & follow the instructions in this Team Leader Manual and the responsibilities outlined in the Team Member Packet (Appendix).
- Distribute and explain the Team Member Packet to students when they join your ministry.
- Recruit new team members & build into the lives of current team members.
- Submit a completed Team Roster for your ministry at the beginning of Fall Semester & communicate all additions/deletions by responding to the monthly Roster Update Request e-mail.
- Maintain an awareness of risk-management for your team & those you serve (see Reducing the Risk).
- Coordinate transportation for your team (student-owned vehicles or CU-owned vehicles).
Personal Mileage Reimbursement and/or access to CU-owned transportation will be conditional upon submission of the completed Team Roster and Confidential Applications for each team member.
- Regular communication with the Community Ministries office staff, the host ministry staff, and your team members (always emphasize faithful attendance, unity, and a service-attitude for your team).
- Attend any meetings scheduled by the director of Community Ministries.

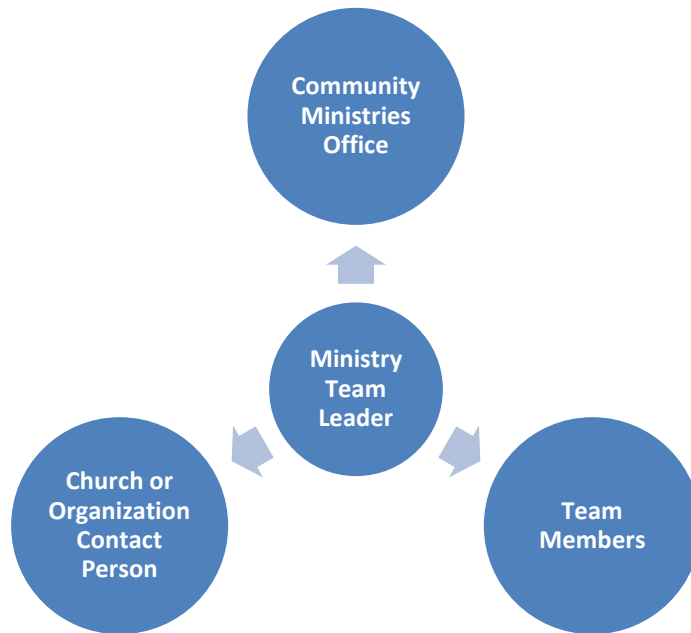
Team Roles & Responsibilities

- Attend faithfully and carry out the program established between the Community Ministries Office and the church/organization (see Ministry Profile).
- Submit a complete Confidential Application prior to participation in the ministry.
- Understand that your team is serving under the authority of the host church/organization and make it your team's goal to exemplify a teachable attitude within their program. This means you must abide by the host church/organization's guidelines, standards of conduct, and all rules.
- Abide by Cedarville University's standards of conduct and all rules. It is important to remember that all ministry teams are bound by the current rules as outlined in the Student Handbook and this Team Leader Manual. Do not let any team member use your ministry as an excuse for special privileges (e.g., dress code modifications, chapel cuts, missing classes or assignments, returning to campus after All-in, etc.).
- Recognize that although your team's primary role is to serve others, they are also a public relations presence for Cedarville University. Encourage your team members to take this responsibility seriously and strive to be a positive representative of Cedarville University and our Lord at all times.

Lead with EXCELLENCE. Serve with JOY.

Organization and Communication

Clear and consistent communication is vital to the effectiveness of a ministry team. Each Community Ministries team leader fulfills their role as they interact with the following three groups/individuals:



Communication with the Community Ministries Office Staff

One of your essential responsibilities as a leader is **communication** with the director of Community Ministries. You are the first point of contact for your ministry team, so you must make it a priority to provide consistent feedback and updates regarding the current status of your team

Communication with the Church/Organization Staff

As a team leader, you are the primary link between your team and the church/organization staff, so you need to **communicate** closely and clearly with them. When you communicate openly, you will understand what they expect from you and your team.

Communication with your Team Members

Your leadership will significantly determine the effectiveness of your Community Ministries team. If you are disorganized and fail to **communicate** with your team members, the team will begin to suffer. The team will notice how much priority you give to your ministry. Your leadership role is an important position of influence! As the student leader, you are responsible for your team and you should lead them to the best of your abilities. Treat each team member with dignity, respect, and equality.

*Hearts of Servants.
love // sacrifice // unity*

Forms and Paperwork

Team Roster

After the first visit to your church/organization & your team is established, print everyone's name on the Team Roster and return it to the Community Ministries Office as soon as possible. We use this document to confirm that each student has submitted their Confidential Application (see below).

Team Member Packet

You must make sure every student who visits your church/organization and decides to join your ministry team receives a copy of the Team Member Packet (See Appendix). **Students are responsible to read the ENTIRE Team Member Packet, and you should give them an opportunity to ask questions regarding the content.** This is a very important document which emphasizes the team's commitment, faithfulness, safety, testimony, and unity. *You will find a PDF of the Team Member Packet on the Community Ministries webpage if you need to print extra copies.* At the beginning of the new school year, you should take time to read and familiarize yourself with the content of the Team Member Packet:

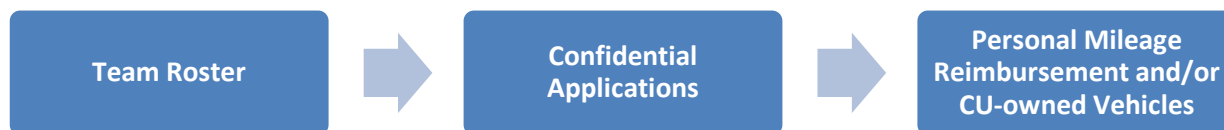
1. Desired Outcomes/Vision
2. Volunteer Team Agreement
3. Team Member Standards for Service
4. HIV & AIDS Information

Confidential Application

This online form is required for **every** student joining a ministry team, **including the team leader**. Team members must complete & submit an updated Confidential Application **each year**.

CU-owned Transportation & Personal Mileage Reimbursement

The current Team Roster and Confidential Applications for each team member must be submitted before a CU-owned vehicle will be assigned (or Personal Mileage Reimbursement issued) on an ongoing basis. Of course, students may join your ministry team anytime throughout the school year, but if their Confidential Application is not submitted after their first visit, they will not be permitted to attend the ministry. In extreme cases, Cedarville-owned vehicle reservations will be canceled and Personal Mileage Reimbursement will be discontinued until this paperwork is submitted.



REMEMBER: Anyone who fails to submit a completed Confidential Application may not join your ministry team, and will not be permitted to attend the ministry until this form is received by the Community Ministries Office. To ensure the continued ministry of your team, please return all completed forms to our office when requested.

Team Attendance

You should explain to students that when they join your ministry team & submit a Confidential Application, they are making a one-year commitment to be a part of the team. This voluntary commitment demonstrates their belief that the ministry is very important, deserving their faithfulness and dedication. This is explained in more detail in the Team Member Packet under the Volunteer Team Agreement section. If a student wants to drop-out of your ministry, they will need to complete the online Team Member Exit Interview Form:

<http://www.cedarville.edu/takesurvey/TMexit>

Dealing With Problems in Attendance

If one person is not faithful in your ministry, it affects the reputation and effectiveness of the whole team. Therefore, you should remember that your team represents not only Cedarville University, but also Jesus Christ. Deal with problems quickly and biblically (Matthew 18), because a poor reputation affects everyone.

Encourage Team Members to Attend Faithfully

As a team leader, you are responsible for encouraging your team members to be present every week. Volunteering for a team means that they have made a commitment to be faithful and available. You should set an example of faithful attendance each week. It has been said that the greatest ABILITY is DEPENDABILITY. If anyone skips the ministry, contact them as soon as possible. You should use this opportunity to make sure everything is okay, find out why they missed (if they did not notify you ahead of time), find out if they will be there next time, and ask if they have any concerns, comments, questions, personal needs, or prayer requests. If you take the time to care for your team members, they will usually take the time to be a faithful team member. Do your best to create a positive and encouraging team environment that students will WANT to be a part of on a regular basis. If your team is characterized by unity and encouraging relationships, students will look forward to joining with the other volunteers to serve faithfully each week, rather than seeing it as a dreaded obligation where they are regularly faced with a negative environment.

Priorities and Sacrifice

People will make time for those things which are important to them. Ministry, by its very nature, involves sacrifice and a commitment of your time. Each student on your ministry team must decide to make their ministry a high personal priority.

*“Do I have the time?” Only for what I put first.
“Do I have the commitment?” Only for what I want to do.
“Do I have the energy?” Only for what I invite God Himself to do in me.
Mart De Haan*

*Work, work from early till late. In fact, I have so much to do
that I shall spend the first three hours in prayer.
Martin Luther*

Transportation

Cedarville University encourages all students to consider faithful participation in a ministry. Cedarville is unique in providing access to Personal Mileage Reimbursement and/or CU-owned vehicles for students who participate in university-sponsored ministries. Just as in the “real world” everyone has to live within a budget, Cedarville offers access to a limited supply of vehicles and resources. *Remember that access to a CU-owned vehicle or Personal Mileage Reimbursement is a privilege, not a right.* Even though Community Ministries is a volunteer-based program (not required for a class, grade, or graduation), the University invests significant resources to support this program. Your team members need to understand Cedarville’s financial commitment to encourage student ministry involvement.

Canceling Ministries Due to Winter Weather

When the University-owned vehicles are “grounded” due to hazardous road conditions caused by winter weather, all Community Ministries teams are officially canceled. It is your responsibility to notify the staff 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-owned vehicles are grounded. This is meant to ensure your team’s safety! ***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.***

Personal Mileage Reimbursement

At the beginning of each semester, you must FIRST determine how many student-owned vehicles you have available among your team members. Do this as soon as possible, since the availability of CU-owned vehicles is extremely limited. The Community Ministries Office is committed to reimburse team members \$0.25/mile for driving their personal vehicle to your ministry. Student drivers must submit the online Personal Mileage Reimbursement Request Form within ONE WEEK of their visit in order to be reimbursed:

<http://www.cedarville.edu/Christian-Ministries/Mileage-Request>

As the team leader, you are responsible to coordinate student-owned vehicles. Help us practice good stewardship of limited budget resources by not using more vehicles than you need to transport the team to the ministry safely. Personal Mileage Reimbursement is only provided for necessary vehicles.

The following criteria must be met for a student driver to receive Personal Mileage Reimbursement:

1. The ministry is a current, Cedarville-sponsored Community Ministries team.
2. The team leader submitted an updated Team Roster for the ministry.
3. The driver submitted a completed Confidential Application Form.
4. The team leader submitted the student’s name to our office as an “approved” driver.
5. The driver and all riders in the vehicle are actively engaged in the ministry.
6. The vehicle was needed in order to get everyone to the ministry safely (for example, it is not necessary to use three vehicles for a six member team).
7. Campus fleet vehicles were not grounded on the date of the mileage request.

****Note:** Reimbursement is only available for team members who have already submitted all necessary paperwork. Retroactive mileage reimbursement will not be provided if paperwork is received late.

University-Owned Fleet Vehicles

After evaluating the availability of student-owned vehicles, if you find that you need to utilize CU-owned vehicles, you will need to submit an online vehicle request:

<https://fleet.cedarville.edu/>

The Community Ministries Office provides access to CU-owned vehicles on a first-come/first-served basis. *As the team leader, you are the only one authorized to schedule CU-owned vehicles for your team. It is important to remember that even if your ministry team had a vehicle assigned to them during the previous school year, you still need to submit a new request for the current school year.*

It is very important that you read the Christian Ministries Vehicle Rules (Appendix). Team leaders and drivers must be familiar with these guidelines, including the following reminders:

- CU-owned vehicles are only available to your team during your regularly scheduled ministry time. If your ministry will meet on the same day and time throughout the year, a vehicle may be reserved for the entire school year (after all paperwork is submitted).
- Vehicles are not available for overnight events without prior approval.
- The student who picks up the key and travel sheet must NOT take the vehicle earlier than scheduled.
- ALWAYS return the vehicle on-time to the designated fleet-vehicle parking lot.
- Drive Safely // Don't Speed // Buckle-up.
- Drivers are prohibited from ALL cell phone use.
- Because of the high demand on the limited number of CU-owned vehicles, you need to be patient, courteous, and prepared. Remember the following:
 - All mechanical things break down occasionally. We cannot guarantee a replacement if your scheduled vehicle breaks down. Therefore, try to have a "back-up" plan with student-owned vehicles. Remember to report any problems on the Travel Sheet.
 - If there is an accident, refer to the Emergency Contact Card. Also, the driver must submit a completed Motor Vehicle Accident Report to the Campus Safety Office immediately upon your return to campus (see Emergency Packet in the vehicle).

If there are certain days throughout the year that your team will not need the regularly scheduled vehicle, you must go online and cancel the reservation as soon as possible so we can make that vehicle available to others who may need it. *Failure to cancel an unused vehicle request in advance will result in our office receiving a \$10 fine.*

Many other ministry teams, student groups, faculty, and staff use the CU-owned vehicles throughout the week. Each ministry team is responsible for taking care of the vehicles and keeping them in good condition at all times. On the Travel Sheet, please report any problems with the vehicle including mechanical problems, anything which gets broken or dented, etc.

You are expected to respond quickly to all communication from the Community Ministries Office regarding vehicles. We appreciate your patience and understanding.

Ministry is leadership and servanthood joined at the heart. What a privilege to serve the one true living God and His people. Pastor Rohm, VP for Christian Ministries

Appendix

A Biblical Motivation for Ministry

Team Member Packet

Desired Outcomes/Vision

Volunteer Team Agreement

Team Member Standards for Service

HIV& AIDS Information

Christian Ministries Vehicle Rules

A Biblical Motivation for Ministry

Why We Do What We Do ...

*"Teacher, which is the greatest commandment in the Law?" Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments."
Matthew 22:36-40*

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

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

It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. Ephesians 4:11-13

All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to himself in Christ, not counting men's sins against them. And He has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. 2 Corinthians 5:18-20

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*

We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well, because you had become so dear to us. 1 Thessalonians 2:8

You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love. Galatians 5:13

What good is it, my brothers, if a man claims to have faith but has no deeds? Can such faith save him? Suppose a brother or sister is without clothes and daily food. If one of you says to him, "Go, I wish you well; keep warm and well fed," but does nothing about his physical needs, what good is it? In the same way, faith by itself, if it is not accompanied by action, is dead. James 2:14-17

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. Mark 6:34

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

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers. Galatians 6:9-10

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

The righteous care about justice for the poor, but the wicked have no such concern. Proverbs 29:7

Is not this the kind of fasting I have chosen: to loose the chains of injustice and untie the cords of the yoke, to set the oppressed free and break every yoke? Is it not to share your food with the hungry and to provide the poor wanderer with shelter— when you see the naked, to clothe him, and not to turn away from your own flesh and blood? Isaiah 58:6-7

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To him be the glory and the power for ever and ever. Amen. 1 Peter 4:10-11

This is what the LORD Almighty says: "Administer true justice; show mercy and compassion to one another." Zechariah 7:9

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

However, I consider my life worth nothing to me, if only I may finish the race and complete the task the Lord Jesus has given me—the task of testifying to the gospel of God's grace. Acts 20:24

Serve the LORD with gladness; Come before His presence with singing. Psalm 100:2

I am the vine, you are the branches. He who abides in Me, and I in him, bears much fruit; for without Me you can do nothing. John 15:5

You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven. Matthew 5:14-16

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

Defend the cause of the weak and fatherless; maintain the rights of the poor and oppressed. Psalm 82:3

Dear friends, let us continue to love one another, for love comes from God. Anyone who loves is a child of God and knows God. 1 John 4:7 (NLT)

Community Ministries

Team Member Packet

Desired Outcomes/Vision. We are excited to have you join a Community Ministries team this year! These ministry teams make a powerful impact for Christ in our community as students introduce people to Jesus for the first time, or help them take the next step of growth in their relationship with Him. It is also our desire that your participation with other students in this ministry will result in the following outcomes:

- Cedarville University students will be known for their love for others, which is demonstrated as they go and serve at local churches and organizations in our surrounding communities.
- Students who serve in ministries where they interact with a diverse population (ethnic, cultural, socio-economic, generational, etc.) will grow in their understanding of and appreciation for diversity, and respond to the needs of others with compassion, humility, and a teachable attitude.
- Student participation in Community Ministries will be a vibrant, visible, and life-changing component of Cedarville's campus life.
- Students will grow as servant-leaders and view their service to others as a natural overflow of their relationship with Jesus Christ - - something they *get* to do, not something they *have* to do.
- Participation on a Community Ministries team will encourage students to consider a lifetime of faithful service beyond their years at Cedarville!

Please take a few moments to read this important document. Then, after you have visited and decided to join your ministry, **please submit the online Confidential Application Form**. *Each team member must submit a completed Confidential Application for their ministry to have access to CU-owned vehicles and/or private mileage reimbursement on an ongoing basis.*

Volunteer Team Agreement. Everyone who joins a Community Ministries team is expected to be a committed and faithful team member. You should also understand that any individual who fails to fulfill the following responsibilities may jeopardize the effective ministry of this team and/or may be removed from the team. Therefore, believing this ministry and your Lord deserves your very best, you hereby agree to demonstrate personal responsibility and individual commitment to this ministry by:

- Submitting a completed *Confidential Application* after your first visit to this ministry.
- Attending your ministry faithfully, and keeping legitimate skips to a minimum. *You should always contact your Student Team Leader in advance if you are unable to attend.*
- Making sure that you are individually prepared and on time for every ministry opportunity.
- Meeting for group prayer once a week. *Prayer is essential for an effective ministry team!*
- Always maintaining the standards of conduct and rules of Cedarville University, the church/organization, and the guidelines of the Community Ministries Office outlined in the "Team Member Standards for Service" section of this document.
- Participating within the ministry in ways that will increase your team's effectiveness, build team unity, and benefit the team as a whole (committing yourself to be a "team player" who is faithful, available, and teachable).
- Developing your effectiveness in this ministry by taking advantage of any on-campus seminars or materials related to your ministry.

Team Member Standards for Service

Believing God has called me to serve others . . .

1. My first priority in ministering to others will be to seek their welfare -- physically, socially, emotionally, intellectually, and spiritually.
2. I will sincerely try to understand and respect the cultural/ethnic background of all individuals to whom I come in contact.
3. I will abide by any institutional policies/standards which govern Cedarville University and the church/organization, and I will be respectful of & maintain good communication with those in positions of authority. I understand that I am seeking to serve within the program established between Cedarville University and the church/organization.
4. If an individual is distressed, I will try to offer comfort and help by encouraging them and assisting them to find the appropriate help for their needs.
 - *Always be ready to give a listening ear. Counseling can take place almost any time or any place. Be observant of signals from those around you & don't be afraid to ask someone how they are doing, and then let them tell you. God's Word is truth. Real answers come from God through His word and prayer. Always encourage those who make decisions to make themselves accountable to someone.*
5. I am not bound by professional issues of confidentiality. I have a responsibility of referral, communicating any questions, suspicions, or problems to my team leader.
 - *Do not promise "not to tell anyone" something someone has shared with you, because you may need to for their own protection. When in doubt, consult the Community Ministries director.*
6. If I wish to talk with an individual at my ministry, it will be only within the sight and sound of other people. *Always have a third party present!*
7. I will never touch an individual in any inappropriate manner or with the intent to discipline.
 - *Physical contact is never permitted unless the person grants permission.*
8. I will try to protect any individual from all forms of abuse while I am with them.
9. I will avoid any romantic/inappropriate involvement with minors at my ministry. I will not allow my focus to shift from ministry to romance.
 - *What seems to be harmless teasing or touching may cause you (and them) to lose focus on why you are at the church/organization in the first place.*
 - *You should avoid male/female physical contact such as back rubs, wrestling, etc.*
 - *You are not to gather contact information from young people of the opposite sex.*
10. I understand that I am accountable to Cedarville University, my church/organization, and to my Lord for my attitude and actions.
11. I will beware of using judgmental, critical, negative, or divisive language.
12. I will make sure someone (staff member, team member, someone from campus/home, etc.) knows where I am at all times.
13. I will not give out my phone number.
14. I will be sensitive to the behavior appropriate for our setting and will not allow wild, out-of-control behavior.
15. If I am fortunate enough to develop a dating relationship with another team member, I will not allow it to take away from the ministry of the team (i.e., isolation, relationship tension, etc.)
 - *While out in the community, the team and its ministry must come first.*
 - *Physical contact should be avoided between couples and is discouraged while at the ministry.*
 - *It would be best that the church/organization should have no hint that there might be a couple on a team.*

HIV & AIDS Information

For students involved in Christian Ministries

It is our desire that all students who participate in a ministry will be knowledgeable about the possible health risks related to HIV/AIDS, and how to protect themselves against infection during their Christian Ministry involvement. Each student should read the following information on HIV/AIDS prior to participating in a Christian Ministry. Please contact your student team leader or the Community Ministries director if you have any questions.

About AIDS. AIDS (Acquired Immunodeficiency Syndrome) is the disease caused by HIV (Human Immunodeficiency Virus). The HIV virus is transmitted via blood (and body fluids that contain blood), semen, and vaginal secretions of an infected person.

You can become infected with HIV by:

- Coming in contact with HIV infected blood or body fluids through the mucous membranes or any non-intact skin (such as an unprotected open cut or wound). This type of exposure usually occurs in the occupational setting (nurses, physicians, etc.) and carries a risk factor of less than 1% to contract the HIV virus in this manner depending on length of exposure, HIV titer, and volume of blood.
- Receiving HIV infected blood or blood products.
- Sharing needles, syringes, or other piercing instrument with a person infected with HIV.
- Having any form of sexual contact, protected or unprotected, with an infected person.

There is no known risk for getting AIDS from an infected person by household situations or casual contact such as:

- touching, hugging, and shaking hands.
- sneezing, coughing, or spitting.
- sharing bathroom facilities, clothing, or telephones used by an infected person.
- a drinking glass or eating utensils...or eating food prepared by the infected person.
- swimming with a person infected with HIV.
- insect bite transmission (e.g. mosquitoes).

Prevention. Since there is no immunization against HIV, the best way to prevent an HIV infection is to avoid behaviors that carry a high risk of HIV transmission, and to use good infection control practices if you have to come in contact with potentially infectious body fluids. Key practices in preventing most infections include washing your hands, or using waterless antimicrobial soap:

- before and after eating.
- after using the toilet.
- after you blow your nose, cough, or sneeze.
- before and after giving direct hands-on care.
- after handling someone's personal belongings.

- after handling used bandages or other personal care (hospital or sick room) items.
- after handling soiled linens or clothing.
- whenever your hands are noticeably soiled, especially with blood or other body fluids.

How to protect yourself outside of a formal setting, in places where personal protection equipment (gloves, gowns, masks) is not readily available:

- Wash hands immediately or as soon as possible if you accidentally come in contact with someone's blood or other body fluids.
- Do not touch blood or body fluids without proper protection (gloves, waterproof barrier in an emergency, etc.).
- Don't panic or over-react and put yourself at risk unnecessarily if help is on the way in an emergency situation, such as doing CPR without a barrier between your mouth and the person you are trying to help, trying to dress a wound without gloves, or touching a bloody person at an accident scene.
- Surfaces that have been contaminated with potentially contaminated body fluids can be disinfected using a freshly prepared 1:10 household bleach solution.
- Use common sense!

What to do if you have been exposed or possibly been exposed to HIV or Hepatitis B:

- If you get someone else's blood or body fluids that might contain blood on you, the first thing you should do is wash the area with soap and water.
- Check the area exposed for any broken skin such as a cut.
- Get the person's name, address, and phone number if possible.
- Report it to your team leader/supervisor, and follow up at University Medical Services as soon as possible.
- Seek medical attention, especially if you have been cut or stuck with a sharp object.
- For a significant exposure (someone's blood coming into contact with your broken skin or mucous membranes), you should have an HIV antibody test done as soon as possible.

University Medical Services (ums@cedarville.edu) is:

- A confidential testing site for HIV.
- An immunization site for Hepatitis B

Here is an informative web site for HIV and Aids:

<http://www.cdc.gov/hiv>

*Information compliments of University Medical Services
Updated 06/11/2012*

CHRISTIAN MINISTRIES VEHICLE RULES

1. **Only team leaders** may schedule CU-owned vehicles and any requests for vehicles beyond the scheduled ministry time(s) **must be approved** by the director of Community Ministries.
 2. The Community Ministries Office is charged for every mile ministry teams put on the CU-owned vehicles. **Do not** use your assigned vehicle for any other use than to transport you and your team to and from your ministry. Vehicles are **not** to be used for personal or non-ministry team use. ***Unauthorized use of CU-owned fleet vehicles will result in a \$250 fine plus any other costs incurred (i.e., mileage charges, etc.)***
 3. All drivers **must** be approved by Campus Safety **this year** in order to drive. If you are driving a van, you must have special training to obtain a van license. Even if a team member was approved by Campus Safety last year, they must get approved again for the current school year. The student team leader must email the Community Ministries Office with a list of drivers for your ministry. When those names are received, the Community Ministries Office will notify Campus Safety and those students will then be able to go to the Campus Safety Office to get their Cedarville license.
 4. **On the day of your ministry.** Pick up the key and a travel sheet for your vehicle. You may do this during 8:00am-5:00pm, M-F in the Christian Ministries Office. If you pick up the key early, DO NOT take the vehicle until the time your travel sheet indicates. Weekend ministry leaders must pick up their keys on the Friday before their ministry by 5:00pm. Return the vehicle key and completed travel sheet **immediately** after returning from your ministry to the Christian Ministries office or after hours, to the key drop. ***If the key and travel sheet are not returned immediately, your driver's CU-issued license may be suspended and you may forfeit the privilege of using a CU-owned vehicle for your ministry. Lost keys will result in a \$50 fine.***
 5. **DO NOT** take a vehicle before the scheduled reservation time & always return vehicles **ON-TIME** to the fleet-vehicle parking lot. This rule is very important because of the demand for vehicles, and the scheduling is very tight.
 6. It is **essential** that the driver or team leader cancel a reservation via the on-line vehicle system **in advance** if they are not going to use it, even if it is a last minute cancellation. This enables us to let other groups use that vehicle. If you have not canceled or come in to pick up the key within a reasonable time after the scheduled pick-up time, the vehicle **may be rescheduled** for someone else. Continued failure to provide advance notice for cancellation of a vehicle request will result in loss of access to CU-owned vehicles. *Our office is charged \$10 each time a vehicle is not canceled ahead of time.*
- **Please note that violations of rules 4 thru 6 will result in vehicle privileges being revoked.***
7. Do not take the seats out of the vans.
 8. If the vehicle you have reserved needs fuel and you are still on campus between 8am – 5pm weekdays, take it to the Maintenance building on Bridge Street (937-766-7779). On evenings or weekends, contact the Campus Safety Officer on duty (937-239-6491 or #999). *If you need to purchase fuel off-campus, keep the receipt & submit it to our office for reimbursement.*
 9. Vehicles are grounded during bad weather. You will be notified by e-mail if this happens.
 10. **Buckle up!** Everyone riding in a CU-owned vehicle **must** wear their seat belt. If there are more people in the vehicle than seat belts, you are overloading it. Only put as many people in any vehicle as there are seat belts in that vehicle. To do anything else is not only unsafe but also unlawful.

(OVER)

11. **Cell phone use (talking or texting) by the driver** is not permitted at any time during the operation of any CU-owned fleet vehicle.

According to the Insurance Institute for Highway Safety, a teen driver age 16 or 17 doubles his or her likelihood of having an accident by driving with two passengers; the risk quadruples when three or more passengers ride along, particularly teen passengers. Also, young drivers (18-25) using cell phones—even if they're hands-free units—reduce their reaction time to that of a 70-year-old driver (an 18% slower reaction to brake lights than normal), according to research findings by the University of Utah. [washingtongpost.com, 1/23/05; washingtontimes.com, 2/3/05 stats]

12. You should monitor the team's driving habits and make corrections when necessary. Communicate to your drivers that it is important that they **DO NOT SPEED OR DRIVE RECKLESSLY!!!** Do not compromise the safety of the ministry team in order to save a couple of minutes. You are responsible for the safety of your team. In addition, full payment of any traffic tickets (parking, speeding, etc.) is the sole responsibility of the student driver, not Cedarville University.
13. Do not use CU-owned fleet vehicles to transport non-Cedarville students.
14. **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 or glove box and contact the Director of Community Ministries (see Emergency Contact Card for phone numbers and e-mail). *Please notify the Community Ministries Office if you notice the vehicle does not have an Emergency Packet.*
15. **Parking.** When parking your vehicle, always park in a secure area. Also, be aware of the height of the vans (some parking garages will be inaccessible). **After you have returned from your ministry, you must immediately return the vehicle to the fleet vehicle parking lot on campus.** *The fleet vehicles should never be parked at a dorm or other unspecified campus parking lot.*
16. Many faculty, staff, and students use the CU-owned fleet vehicles during the school year. It is the responsibility of each team to take care of the 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.*** When you return from your ministry, always:
- Record beginning & ending odometer readings on the travel sheet.
 - Make it a team responsibility to check the vehicle for trash or items being left behind when you return from ministry. Leave it cleaner than you found it.
 - Close all the windows & lock the doors.
 - Turn off all interior and exterior lights when you exit the vehicle (especially the vehicle's dome light – this light is sometimes accidentally left on).
 - On the travel sheet, report any problems with the vehicle and/or anything that gets broken or dented.
 - Return the vehicle key and travel sheet **immediately**. A key-drop box is located on the north/Printy side of the DMC in the loading-dock area for returns after regular business hours.

