

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**
 - Student Life & Christian Ministries Division Core Outcomes.....5
 - Global Outreach Department Core Convictions.....5

- The “How” We Do Ministry**
 - Ministry Team Profile.....6

- Roles and Responsibilities**
 - Team Leader’s Personal Roles and Responsibilities.....7
 - Team Leader’s Administrative Roles and Responsibilities.....7
 - Team Roles and Responsibilities.....7

- Forms and Paperwork**
 - Team Roster.....8
 - Confidential Application and Release of Claims.....8
 - Transportation.....8-10

- Team Attendance.....10**
 - Dealing with Problems in Attendance.....10

- Resources.....11**

- Reducing the Risk.....12**

- Dealing with Emergencies.....13-14**

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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 new life in Christ and must bring the good news of the gospel to the lost around us. All that we do should be fueled by knowing, living, and sharing the gospel.

Know: Know what Jesus has accomplished for us on the cross and through 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. Know Jesus intimately as you grow in your relationship with him.

Live: We have been saved in order to live a life of service to God and others. That is why we go out and serve. Christ first loved us, so we should actively love others. This is “living” the gospel.

Share: The gospel is the most wonderful message we can ever tell. It convicts of sin, it shows us where we are destined for eternity without God’s favor, and then it gives us hope that we can receive His favor and the gift of eternal life. The gospel is beautiful, powerful, complicated, deep, inexhaustible, and life altering, yet it must be communicated clearly and simply. Knowing it and living it out is not enough. We must share the gospel.

Communicating the Message

The Five R’s of the Gospel

Renown. God created the world for His glory and His renown. 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)

Rebellion. 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)

Resurrection. 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)

Response. Now that we know this truth, we must make a decision to either 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. 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 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."

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

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, going, and mobilizing.
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.*

Global Outreach Department Core Convictions

- **Gospel Focus. To Know.Live.Share. Christ.** The foremost priority for ministry teams is to introduce people to Jesus Christ and/or help them take the next step of growth in their relationship with Him (evangelism and discipleship).
- **Identify Current Local Volunteer Opportunities and Provide Easy Access.** The Global Outreach Office will maintain a comprehensive list of current volunteer ministry opportunities for students interested in volunteering in the local community.
- **Partnership with Others.** The Global Outreach Office will work together with established local churches, community organizations, and missions to coordinate ministry teams and student involvement.
- **Intentionally-Focused Ministry.** Ministry teams exist to encourage growth not only in the lives of those being served, but also in the lives of those who participate in hands-on service.
- **A Variety of Ministry Types.** Department resources will support ministry teams which give students the opportunity to engage in a variety of ministries.
- **CU-Led, Team-Based, Volunteer Ministry.** Department resources will primarily support CU-led ministry teams that serve faithfully at churches and organizations on a weekly basis throughout the school year, or on a mission trip.
- **Serious about Safety.** We will strive to provide a safe environment for those served by student ministry teams through the annual screening of all volunteers. (See the Forms and Paperwork page 11.)
- **Equipped for Effective Service.** Ministry teams will be adequately equipped to serve through the timely provision of orientation, transportation, supplies, training, and office staff support as needed.
- **Lead with Excellence. Serve with Joy.** Team leaders will strive for excellence in leadership. Ministry members will serve with joy and represent Jesus Christ and Cedarville University well.

The “How” We do Ministry

MINISTRY TEAM PROFILE

Ministry Name/Location:	This is a sample: a Google document has been shared with Team Leaders to be filled out once your team is formed.						
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>
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 at least one seminar in the CU Lead program (January 2018) and any required training sessions.**
- All leaders are required to meet with their Ministry Council member as a group and one-on-one once a month.

Team Leader's Administrative Roles and Responsibilities

- Read and follow the instructions in these Guidelines and the responsibilities outlined in Guidelines for Ministries (online with Confidential Application).
- Explain the **Confidential Application and Release of Claims form, send links to team members.**
- Fill in your online google doc **Team Roster** for your ministry at the beginning of Fall Semester and communicate all team member additions/deletions throughout the year on this document.
- Coordinate transportation for your team, either student-owned vehicles or CU-owned vehicles after the Involvement Fair.
- When notified that all forms are submitted, pick up Global Outreach t-shirts for all team members to wear the day of/to the ministry each time.
- Respond to requests/communicate with the Global Outreach staff, the church/organization staff, and your team members.

Team Roles and Responsibilities

- Submit online a completed Confidential Application and Release of Claims form prior to participation in the ministry.
- Attend the ministry faithfully.
- Abide by the host church/organization's guidelines.
- Abide by Cedarville University's standards of conduct, the current Student Handbook (The Cedarville Experience), and these Global Outreach Guidelines.
- Attend class and chapel before ministry. Ministry is not an excuse to miss class or chapel.
- Communicate for referral any questions, suspicions, or problems shared by an individual to the team leader. You are not bound by professional issues of confidentiality.
- **Always have a third party present!** When you talk with an individual at the ministry only do so within the sight and sound of other people.
- Never touch an individual in any inappropriate manner or with the intent to discipline.
- Protect any individual from all forms of abuse while you are with them.
- Avoid any romantic/inappropriate involvement with minors 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.

Forms and Paperwork

Team Roster

After the first visit to your church/organization and your team is established, record everyone's name on the Team Roster as soon as possible (**shared via Google Drive**). This document is used to confirm that each student completes the online Confidential Application and Release of Claims form (see below).

Confidential Application and Release of Claims

You need to make sure every student who visits your church/organization and decides to join your ministry team receives the links to the online:

Confidential Application - cedarville.edu/eventreg/teammemberapplication

Release of Claims form - cedarville.edu/eventreg/releaseofclaims

Students are responsible to **read (including Guidelines for Ministries)** and submit these documents. You should emphasize its significance in **legal/liability protection** for all ministry participants.

These online forms are required for **every** student joining a ministry team, **including the leader**. All team members must complete and submit a Confidential Application and Release of Claims form **each year**.

Communicate to your team members that “yes” or “no” answers pertaining to the Personal Questions do not mean automatic disqualification from ministry participation. It **does** mean we will follow-up with them before participation.

Of course, students may join your ministry team anytime throughout the school year, add them to your Team Roster and have them submit their Confidential Application and Release of Claims form after their first visit.

Transportation

We are committed to providing access to Personal Mileage Reimbursement and/or CU-owned vehicles for students who participate in university-sponsored 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.**
 - 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 Ministry Coordinator (Vicky) by e-mail,** along with the **type of license needed** (either minivan or full-size van).
 - **Then** they 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. **Sunday ministry leaders must pick up their key/travel sheet the day before their ministry, obviously.**
 - **Lost keys will result in the cost for the replacement key being charged to you.**
 - **Buckle up!** It is the law that everyone in a vehicle **must** wear their seat belt.
 - **Cell phone use (talking or texting-against the law) by the driver is not** permitted at any time during the operation of any CU vehicle.
 - **DO NOT SPEED OR DRIVE RECKLESSLY!** You are responsible for the safety of your team. Full payment of any traffic tickets (parking, speeding, etc.) is the sole responsibility of the student driver, not Cedarville University.
 - 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 on Cedarville Yellow Springs Rd. **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.**
- Do not take the seats out of the vans.
- 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.**
- **Parking.** When parking the vehicle, always park in a secure area. Also, be aware of the height of the vans (some parking garages will be inaccessible).
- 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.**
- When you return from your ministry, always:
 - 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).

Team Attendance

You should explain to students that when they join your ministry team and submit a Confidential Application and Release of Claims form, they are **making a semester, and in many cases, a year commitment** to be a part of the team. As a team leader, you are responsible to encourage your team members to be present every week. You should also set an example of faithful attendance. If anyone misses a week of ministry, contact them as soon as possible if they did not notify you ahead of time and find out why they missed. 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.

Dealing With Problems in Attendance

If one person is not faithful in your ministry, it affects the reputation and effectiveness of the whole team. 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. **Please contact the Global Outreach office for continual attendance problems.**

Resources (tour after meeting)

- Resources in storage area
 - Tri-fold display boards
 - Arts & crafts supplies
 - Puppets
- Resource shelves in DMC 173 (giveaways)
 - Bibles, tracts, books
- Ministry Resource Bookshelf (check out)
 - Evangelism/Apologetics/Discipleship/Counseling Resources
 - Leadership Resources
 - Urban Ministry Resources
 - Youth & Children’s Ministry Resources
 - **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.**
- Small Group Meeting Rooms (DMC 179, 180A, 180B).
 - Reserve one of these rooms through our office.
 - Amenities include comfortable seating, refrigerator, microwave, water dispenser, hot chocolate packets, coffee packets, tea bags, & popcorn.

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. *Stabilize the situation.*
 2. **NOTIFY** the appropriate authorities.
 3. **DOCUMENT** the entire incident completely using the **Student Personal Injury/Incident Report (following page)**.
 4. **INFORM** the Global Outreach Director or Asst. Director of any and all developments and check in at defined intervals.

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 #3 above).
- Submit the completed form to our office ASAP during business hours M-F, 8am-5pm.