

## **TABLE OF CONTENTS**

Mission Statement.....	2
Institutional Objectives.....	2
Educational Goals.....	2
Introduction to the Christian Service Office.....	3
Philosophy of Christian Service.....	3
Christian Service Program Objectives.....	4
Christian Service Office Overview.....	5
Christian Service Guidance (CSG).....	5
Christian Service Assignment (CSA).....	6
Internship I & II.....	6
Testing.....	7
Portfolios.....	8
Pulpit Supply.....	8
Senior Seminar.....	9
Transition to Ministry.....	9
Forms	
CSA Placement Agreement.....	10
CSA Documentation Form.....	11
CSA Student Self-Evaluation.....	12
Applicant Certification.....	13
Request for Conviction Record.....	14
Sexual Abuse Policy.....	15

Revised August 28, 2013

**CLEAR CREEK BAPTIST BIBLE COLLEGE**  
**300 CLEAR CREEK ROAD**  
**PINEVILLE, KY 40977**  
**(606) 337-3196**  
**Toll Free 1-866-340-3196**  
**Email: christianservices@ccbbs.edu**  
**www.ccbbs.edu**

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### **MISSION STATEMENT**

Clear Creek Baptist Bible College exists to provide educational preparation for adults called of God into Christian service.

The Christian Service program, as an integral part of the educational preparation for adults called into Christian ministry, exists to provide students with hands-on Christian ministry experience where students learn servant leadership skills by working in various ministries.

### **INSTITUTIONAL OBJECTIVES**

1. Nurture God-called students as they prepare for the Lord's work.
2. Provide a quality Bible-based education with an emphasis on practical Christian service.
3. Initiate and maintain cooperative relationships with individual Christians, churches, para-church ministries, associations and conventions.
4. Manage human, physical and financial resources guided by biblical principles.

### **EDUCATIONAL GOALS**

1. An increase in knowledge and understanding of the Bible and Christian theology.
2. Sensitivity to the needs of people and the ability to minister from a biblical perspective.
3. An improvement in communication skills in the context of ministry.
4. An increase in church leadership skills.

## **INTRODUCTION TO THE CHRISTIAN SERVICE OFFICE**

We are indebted to a number of people and organizations for information they provide in the preparation of this guidebook. The expertise of Dr. Bill Neptune, advisor to Southern Baptist Christian Service Directors, was especially appreciated. Our accrediting agency's booklet: *A Guide to Conducting Christian Service Program* by John Mostert has left its imprint on this manual. Of particular notice was the *Christian Service Handbook* of Fort Wayne Bible College.

In addition to the Christian Service Program core requirements, the Christian Service Office also coordinates area Pulpit Supply opportunities, administers Entrance and Exit Exams, heads the Senior Seminar Course, and manages individual Student Portfolios.

## **PHILOSOPHY OF CHRISTIAN SERVICE**

Clear Creek Baptist Bible College has, as a part of its educational task, the responsibility to nurture the call of God in the lives of the students. An integral part of the nurture and education of a Christian minister is participation in ministry that allows the student to serve God throughout his/her student years and to put classroom instruction into practice. This philosophy finds support throughout the Bible and is clearly demonstrated in the way that Christ taught His disciples and then sent them out to apply it while still under His tutelage (Matthew 10, Luke 9:1-6; 10:1-24).

The Christian Service program provides students with opportunities to serve Christ throughout their formal education time at CCBBC. The intention of this program is that each student will put classroom learning into practical ministry and gain experience in relating to others in supervised ministry situations that will prepare them to successfully serve God according to His call on their lives.

## **CHRISTIAN SERVICE PROGRAM OBJECTIVES**

The objectives of the Christian Service Program at Clear Creek Baptist Bible College are as follows:

1. To offer practical assistance to the student as he/she prepares for personal ministry.
2. To provide opportunities for the student to develop self-direction in his/her pursuit of God's Will in the area of his /her calling.
3. To assist the student in the development and performance of practical skills commonly associated with effective ministry.
4. To provide the student with a systematic method of reflecting upon and interpreting practical field experience.
5. To assist the student in improving interpersonal relationship skills, conflict resolution abilities, and management techniques.
6. To help the student through experience to become acquainted with the total program of a Baptist church and its relationship within the association, the state convention, and the Southern Baptist Convention.
7. To acquaint the student with the Appalachian area where the school is located; the mission opportunities, the people, and the churches.
8. To collect and collate data from student ministries, which the school uses to assess the effectiveness of student ministries within the area communities.
9. To administer and/or record pre, mid and post assessment data in academic, biblical knowledge, spiritual discipline, and leadership areas.
10. To gather and maintain artifacts required for student portfolios.

## **CHRISTIAN SERVICE OFFICE OVERVIEW**

The Christian Service Program of CCBBC encompasses many important aspects of a student's ministry education:

1. *Christian Service Guidance*; practical, weekly ministry in a local church or approved Christian Ministry.
2. *Christian Service Assignment*; practical supervised service in and to the community.
3. *Internship I & II*; ministry in conjunction with a mentor.
4. *Testing*; measuring student growth during enrollment in academic, biblical, leadership and spiritual areas.
5. *Portfolios*; accumulation of artifacts proving a student's competency to graduate
6. *Pulpit Supply*; service to area churches in need of temporary ministry
7. *Senior Seminar*; academic capstone course prior to completion of a BA degree
8. *Transition to Ministry*; practical capstone course to help transition from student to ministerial life.

**Please see the following pages for information on each topic.**

## **CHRISTIAN SERVICE GUIDANCE (CSG)**

Every student is expected to be involved in a local church and some ministry. Every degree seeking student must enroll in Christian Service Guidance (CSG) every semester, four semesters for the AA degree and eight semesters for the BA degree. Each week during the semester, the student will submit a weekly on-line report of all church related activities/ministries for the previous week. Christian Service Guidance (CSG) reports that are submitted more than one week late will be counted as 1/3 of a missed report. Therefore, three reports turned in late will equal one missed CSG report. Any combination of late and missing reports totaling 3 or more will result in failing CSG for that semester. The course is based on a Pass/Fail grade and a passing grade for the required number of semesters is required for graduation. A failed semester will require enrolment in an additional semester to complete the graduation requirement. Reports will be submitted online weekly at [www.csg.cbbc.edu](http://www.csg.cbbc.edu). Step-by-step instructions may be obtained in the Christian Service Office if needed.

## **CHRISTIAN SERVICE ASSIGNMENT (CSA)**

The Christian Service Assignment requirement is a practical application service program that is designed to get the student involved in the community as a Christ-like servant. During the two semesters of enrollment in the course, the student will participate in a loving community-oriented service rather than a strictly evangelical-oriented church ministry. Such services may include: homeless shelter, food pantry, nursing home, hospital, hospice care, after school programs, or any school campus club leadership such as FCA or First Priority Clubs. *A service assignment should not overlap with church ministries the student is already involved in and should not be a purely evangelical-oriented event.*

**1) Students are expected to complete no less than 30 hours per semester for TWO semesters (TWO hours each week recommended), preferably during the first year of enrollment at CCBBC.**

Students lacking transportation can be given an assignment on the CCBBC campus if needed.

**2) In order to receive a passing grade for the course, each student must submit a CSA Placement Form, CSA Documentation Forms showing a satisfactory number of hours, and a CSA Student Evaluation.**

The Placement and Documentation forms must be signed by the service supervisor and submitted on time in order to satisfy course requirements. The Student Evaluation must be submitted to receive a passing grade. *Forms may be found on pages 10 – 12.*

**3) All on-campus students will accept an assignment from the Christian Service Office. All commuter and online students are required to arrange their own assignments.**

All service assignments must be approved by the Christian Service Office before service hours will count towards the required total. Students should contact the Christian Service Office during the first week of classes regarding where CSA will be performed. Each student enrolled in CSA is responsible for completing all forms in a timely manner. *In the event a student cannot attend a scheduled time of service, it is the student's responsibility to notify the supervisor directly*, as the supervisor will be relying on the student's contribution.

## **INTERNSHIP I & II**

All students will participate in a two semester supervised internship in a church or in an approved Christian ministry. Each student will secure a mentor in the ministry field of his/her choice. This mentor will not only supervise the ministry, but will also meet with

the student weekly to evaluate his/her ministry experience and address personal problems, concerns, and successes. The focus of the internship is putting what the student has learned in the classroom into a practical ministry situation. Students will receive one half credit for each semester enrolled based on meeting the course requirements as defined by the class professor.

In the classroom, the student is expected to enrich his/her knowledge in as many areas as possible as the student prepares for more effective ministry. However, the process in the classroom is not complete unless the student is able to relate what they learn to the actual practice of ministry.

Through the Internship Program, the student gains a better understanding of the Bible and its application to life today as well as utilizing effective methods for ministry in the church. The student is trained in certain required skills and challenged to be fully dedicated to the God-called task. The Internship Program experience guides the student to practice effective leadership skills so that what the student learns is the gaining of knowledge through actual experience.

## **TESTING**

All students will be required to complete three sets of exams; Entrance Exams, Midline Exams, and Exit Exams.

***Entrance Exams*** are required of ALL incoming students; including online, transfer, and non-degree seeking students. They are given to incoming students before or during orientation. And must all be complete before an incoming student can meet with their advisor to schedule classes. Entrance Exams consist of: the CCBBC Spiritual Assessment Inventory, ABHE Bible Knowledge Exam, the ACT Compass Placement tests (Writing, Reading, and Math), and the Computer Proficiency Exam.

***Midline Exams*** will be administered during various core courses and will serve to monitor for warning signs that a student may need additional help.

***Exit Exams***, comprised of the Compass tests (Writing and Reading only), Spiritual Assessment Inventory and Biblical Knowledge Exam, will be required of all upcoming graduates during enrollment in Senior Seminar.

***The ACT Compass Placement Test*** is either taken on the computer in the library or at a certified ACT Remote testing location. Students may opt to take the test remotely, but they MUST contact the Christian Service Secretary to schedule a remote test. (Note: Remote testing centers may charge a fee to the student.) If incoming students have a viable Compass, ACT, or SAT score taken in the past five years, they may submit documentation of those scores in place of the Entrance Compass if they scored equivalent to a 70 or above on the Compass. If the student scored below a 70 or at the discretion of

school faculty/staff, the student will have to be retested. Students who are transferring a college level Math course will not be required to take the Math portion of the Compass. Students may not substitute anything for an Exit Exam; all exit testing must occur while enrolled in Senior Seminar..

***The ABHE Bible Knowledge Exam*** can be taken from any internet-accessible computer with an internet browser other than Internet Explorer. Directions for taking the Bible Knowledge Exam will be emailed to all incoming students and will be available as a paper copy from the CS Secretary upon request.

***The CCBBC Spiritual Assessment Inventory*** is a Word document that will be emailed to all incoming students. Paper copies will be distributed by request only. Students will complete the inventory again at the end of the Spiritual Formation course for a midline exam and during Senior Seminar as an Exit Exam.

***The Computer Proficiency Exam*** evaluates the student's ability to operate basic computer functions. Simple tasks are covered, such as logging in, common elements in a Microsoft Windows Operating System, common keystrokes in a Microsoft™ Windows© environment, the general operation of a computer, identification of various external components, and how to navigate the file system. A failure of this examination will result in the student being required to register for a computer proficiency course.

Additionally, the ***Student Leadership Practices Inventory*** will be used to evaluate students at the beginning and end of the Church Administration course, as well as during the Transition to Ministry course.

## **PORTFOLIOS**

Student portfolios must contain all entrance, exit, and applicable midline exam scores as well as a variety of written, oral, theological and leadership evaluations. Although several portfolio pieces come directly from professors, ***it is the student's responsibility to make sure his/her portfolio is complete*** prior to completion of Senior Seminar. Specific portfolio artifacts required are subject to change as determined by the faculty and administration of the school in order to maintain accreditation standards. A complete list of portfolio requirements will be emailed to all students each academic year and as a paper copy upon request to the Christian Service Office.

## **PULPIT SUPPLY**

Local churches often call CCBBC when they are in need of a speaker for a service for various reasons. ***Students who are interested in going to these local churches as opportunities permit must fill out a Pulpit Supply Application*** in the Christian Service



Office. Due to changing commitments and course loads, *a new application is required of every interested student each semester.*

When a church contacts the Christian Service Office requesting a Pulpit Supply, the Christian Service Secretary will contact students who meet church requests in the order applications were received. Please be patient in waiting to be given an opportunity as churches do not contact the office on a predictable basis. *The Christian Service Office cannot guarantee a supply opportunity to every student during every semester, but every effort will be made to assign all willing students whenever possible.*

When a student is contacted regarding a Pulpit Supply opportunity and agrees to go to that church, the Christian Service Office will provide a packet of information to the student. The packet will include directions to the church, church contact information, and applicable evaluation/report forms. *The assigned student is responsible for contacting the church as soon as the packet is received.*

## **SENIOR SEMINAR**

Senior Seminar is a required one credit hour course designed to help the graduating student pull together knowledge and expertise gained while at Clear Creek in preparation for post-graduation ministry. *It must be taken two semesters prior to a student's graduation date;* taken in the fall for spring graduates and the spring for fall graduates. Among various course requirements, Senior Seminar involves the completion of a portfolio for each graduating senior. Portfolios will be evaluated by a panel of faculty to recommend a student for graduation.

## **TRANSITION TO MINISTRY**

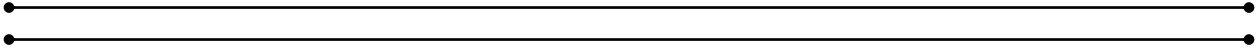
Transition to Ministry is a three hour course designed to assist the fourth year student preparing for graduation in transitioning from student life into leadership ministry life. Attention will be given to the character of the minister, building and maintaining healthy relationships in ministry, and providing opportunities to practice skills developed in earlier classes.

# Christian Service Assignment Placement Agreement

## The Christian Service Department of Clear Creek Baptist Bible College

*Christian Service Director  
300 Clear Creek Rd Pineville KY 40977*

*(606) 337-3196 ex.114  
christianservices@cbbbc.edu*



Student's Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Service Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Please briefly describe what service you will be doing with this organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The Christian Services Department of Clear Creek Baptist Bible College is designed to help the student to discover and develop their God-given gifts and to identify or affirm their ministry call. Specifically, the Christian Service Assignment requirement is a practical application service program that is designed to get the student involved in the community as a Christ-like servant. During the two semesters of participation, the student should contribute to a loving community-oriented service rather than a strictly evangelical-oriented church ministry. In order to receive a passing grade, the student must document at least 30 hours of service. **By signing this placement agreement, you are declaring that you can account for this student's service with your organization during the current semester, giving permission for the department to contact you for verification of service, and are willing to sign monthly documentation forms.** Thanks for your cooperation in providing a quality practical servant's experience for our students at CCBBC!*

Supervisor's Name: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Date Approved by CS Office:

## Christian Service Assignment Documentation Form

**2 HOURS PER WEEK OR AT LEAST 30 HOURS PER SEMESTER**

DATE	ACTIVITY (DESCRIBE BRIEFLY)	PLACE	TIME	# HOURS

*If you do not meet please list date and reason why. (Example: 1/1 Snow)*

**Total Hours on Form:** \_\_\_\_\_

Please Return To:

**CCBBC Christian Service Office**  
**300 Clear Creek Road Pineville, KY 40977**

*Forms may be submitted by fax or email:*

**Fax: (606) 337-2372**

**email: christianservices@ccbcb.edu**

<b>Supervisor's Name (Print)</b>
<b>Supervisor's Signature</b>
<b>Student's Signature</b>
<b>Student's Name (Print)</b>

# CHRISTIAN SERVICE ASSIGNMENT STUDENT EVALUATION

Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Place of Service: \_\_\_\_\_

**Please fill out this survey and return it to the Christian Service office when completed to receive full credit for this course. Attach a second sheet if needed.**

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1. How did the Christian Service Assignment challenge you? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did the Christian Service Assignment impact your Christian life? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How effective do you think your service was during your assignment? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How did your assignment affect your perspective of service and what opportunities did you gain from your assignment? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How can we better the Christian Service Assignment course in the future? \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT CERTIFICATION**

*This Certification must be signed by every applicant for employment with Clear Creek Baptist Bible College, students doing Christian Service Assignments, and by every volunteer working for Clear Creek Baptist Bible College whose work involves regular contact with children and youth under the age of 18. This may be done at the Family Life Center at the beginning of the semester.*

I hereby attest and certify that I have never been convicted of nor pled guilty to: sexual abuse in violation of Kentucky Revised Statutes Sections 510.110 - 510.130; gross sexual imposition in violation of Kentucky Revised Statutes Sections 510.040 - 510.100; sexual exploitation of minors in violation of Sections 531.310, 531.320 and 531.340 - 531.370; public indecency in violation of 510.150; or any existing or former offense of any municipal corporation, this state, or any other state of the United States that is substantially equivalent to any of the above offenses. (If you have been convicted of or pled guilty to any of the above offenses and wish to explain the circumstances thereof, please do so on a separate sheet.) I further certify that I have never been discharged from employment or a volunteer position because of any activity covered by the foregoing statues.

I hereby authorize any present or former employer, person, firm, corporation, physician, or government agency to answer any and all questions and to release or provide any information within their knowledge or records which relate to the issues referenced in the above paragraph, and I agree to hold any and all of them harmless and free of liability for releasing any information that is within their knowledge and records. I further authorize Clear Creek Baptist Bible College to conduct a check of my police criminal records in accordance with KRS 17.160 and 17.165.

I hereby attest and certify that the above information provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal if I am already employed.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**REQUEST FOR CONVICTION RECORD**

Pursuant to KRS 17.165, the person identified herein makes request for any record of conviction of a crime. This information shall be released to:

Clear Creek Baptist Bible College 300 Clear Creek Road Pineville, Kentucky 40977

Agency Name and Address

**ACKNOWLEDGMENT BY APPLICANT**

I have applied for employment or as a volunteer in a position involving supervisory or disciplinary power over a minor. I know that the Kentucky State Police (KSP) will provide the employer with any record I may have for conviction of any crime. I know that I have a right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the KSP and any KSP employee from any claim for damages arising from the dissemination of inaccurate information.

**APPLICANT INFORMATION**

Name \_\_\_\_\_  
Last, First, Middle, Maiden

Address \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Scars, marks, distinguishing characteristics \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness Date Right thumb print

**INSTRUCTIONS**

Employing agencies should ensure that all application information is completed. A legible, inked impression of the right thumb of the subject must be placed in the block marked "thumb print." A check made payable to the Kentucky State Treasurer in the amount of \$4.00 must be submitted with each form. Two, stamped envelopes, one addressed to the employer and the other to the applicant, should accompany requests.

Return forms to: Kentucky State Police  
Records Section  
1250 Louisville Road  
Frankfort, Ky. 40601

**Proposed Revision – February 18, 2000****5.3 Sexual Abuse Policy***5.3.1 Screening***Paid Positions**

1. All individuals applying for paid positions will provide verification of identification, i.e., driver's license.
2. All individuals applying for paid positions involving the supervision of children and youth will agree to allow Clear Creek Baptist Bible College (CCBBC) to conduct a criminal background check. "Supervision of children and youth" means a position wherein the applicant will be directly or indirectly involved with minors (individuals under the age of 18).
3. Applicants for staff positions involving the supervision of children and youth must complete a General Employment Application; Applicant's Certification **and a Request For Conviction Record**. CCBBC will automatically disqualify an individual with criminal convictions for incest, molesting a child, rape, sodomy, pornography, murder, kidnapping, physical abuse of a minor or a spouse, or battery. Other criminals convictions shall be considered in determining applicant's qualifications but do not automatically disqualify a person from further consideration. It shall be the applicant's responsibility, if employed; to notify Clear Creek of any change in the representations made by the applicant on the certification.

**Volunteer Positions**

1. All individuals applying for volunteer positions will provide verification of identification, i.e., driver's license.
2. All individuals volunteering to serve in a position involving the supervision of children and youth will agree to allow CCBBC to conduct a criminal background check. "Supervision of children and youth" means a position wherein the applicant will be directly or indirectly involved with minors.
3. Volunteers for positions involving the supervision of children and youth must complete an Applicant's Certification **and a Request For Conviction Record**. Clear Creek will automatically disqualify an individual with criminal convictions for incest, molesting a child, rape, sodomy, pornography, murder, kidnapping, physical abuse of a minor or a spouse, or battery. Other criminals convictions shall be considered in

determining applicants' qualifications but do not automatically disqualify a person from further consideration. It shall be the volunteer's responsibility, if selected or requested to volunteer by CCBBC of any change in the representations made by the volunteer.

### 5.3.2 *Response to Allegations of Abuse*

Clear Creek Baptist Bible College will respond expeditiously to any allegations of sexual abuse.

#### 1. *Initial Tasks in Dealing with Reported Abuse*

- a. *The Kentucky Revised Statutes (KRS 620.030) require that all individuals, including those acting in an official or professional capacity, report immediately any current suspected or actual act of child sexual abuse, perpetrated by any person, to the Kentucky Cabinet for Human Resources-Department for Social Services. Agents of CCBBC are obligated to report to the civil authorities and will do so without delay. Kentucky Revised Statutes 620.050 provides that anyone participating in good faith in making such a report shall be immune from civil or criminal liability. On the other hand, failure to report, when someone is required to do so, can result in a misdemeanor charge. The person making the report and other appropriate personnel in CCBBC will cooperate with civil authorities, while retaining the right to seek guidance and legal counsel from officials of CCBBC and/or its agents.*

#### b. *Reporting to CCBBC Authorities*

Any employee or volunteer who witnesses an act of child sexual abuse perpetrated by another employee or volunteer, or by any other individual working with or connected with CCBBC, or who suspects that such an act has occurred or receives a report of such an act, must make his or her appropriate supervisor aware of the matter immediately, and will do so without delay. If the employee or volunteer is unable to contact his or her appropriate supervisor, the employee or volunteer should contact the Dean of Students or, in his absence, the Academic Dean.

Once the employee or volunteer reports a matter to his or her appropriate supervisor, the appropriate supervisor will immediately inform the Dean of Students or, in his absence, the Academic Dean. The Dean of Students or Academic Dean will then contact the President.

In the event the Dean of Students or Academic Dean is the subject of an allegation of sexual abuse, the appropriate supervisor will immediately inform the President.



- c. *Investigative Procedure Regarding an Allegation of Abuse*  
Once an allegation of abuse is reported to the Dean of Students, Academic Dean or the President, the following procedure is enacted. An immediate report by an agent employee or volunteer of CCBBC will be made to the proper civil authority that will be assured of full cooperation. When an allegation of abuse is received concerning any employee, volunteer or student in performance of an assignment, said person would be immediately removed from the position, which has permitted contact with the victim.

The Dean of Students will form an investigative team. The team will be comprised of the Dean of Students, Academic Dean, the appropriate supervisor, and, where appropriate, an employee, volunteer or agent of CCBBC. In the event the Dean of Students or Academic Dean is the subject or such an allegation, the investigative team will be formed by the President and the individual who is the subject of the allegation will not participate on the investigative team or in any part of the investigation. The team will act, to the extent possible, in a confidential manner and will distribute information only on a need to know basis. This team will organize any internal investigation as the particular circumstances demand and will speak directly with the accuser and the accused. Persons other than the accuser and the accused may be consulted as advisable. The team will prepare a written record of the investigation and its findings. The Investigative Team will cooperate fully with the civil authorities and will keep the President of CCBBC fully informed as to its investigation and the investigation of the civil authorities.

2. *Outcome of Investigation and Effect on Employment/Association*

Violation of this policy may result in disciplinary action up to and including termination of employment or termination of volunteer service with Clear Creek Baptist Bible College.

Any abuse by an employee, volunteer, or student may result in termination of employment, volunteer service, or student status with Clear Creek.