

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 I&II).....	9
Testing.....	10
Portfolios.....	11
Senior Seminar.....	11
Transition to Ministry.....	11
Chapel.....	12
Forms.....	13
CSA Placement Agreement.....	13
CSA Documentation Form.....	14
CSA Student Evaluation Form.....	15
Internship Form A.....	16
Internship Form B.....	19
Internship Form C.....	20
Internship Form D.....	21

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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 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. ***Testing***; measuring student growth during enrollment in academic, biblical, leadership and spiritual areas.
4. ***Portfolios***; accumulation of artifacts proving a student's competency to graduate
5. ***Senior Seminar***; academic capstone course prior to completion of a BA degree
6. ***Transition to Ministry***; practical capstone course to help transition from student to ministerial life. This course includes the supervised internship experience of one semester.
7. ***Chapel***; a course designed to promote spiritual growth through worship and the proclamation of the Word of God.

Please see the following pages for information on each topic.

CHRISTIAN SERVICE GUIDANCE (CSG)

Every student is expected to be involved in the ongoing ministry of the local church. With that said, 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 after one week 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 misses will result in the student failing CSG for that semester. It should be noted that 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 result in the student having to enroll in an additional semester in order to complete the graduation requirement. **Please note:** Even if you did not attend church one weekend you still need to login and report that "you did not attend church."

Step by Step Directions for CSG Reporting

The instructions below will assist you with completing and submitting your Christian Service Guidance Report. If you experience difficulty, please contact the Information Technology office at helpdesk@cbbc.edu immediately.

Please check your SonisWeb record to ensure that you are registered appropriately. If not, please contact registrar@cbbc.edu right away. If you have questions concerning CSG reporting policies please consult the CCBBC Course Catalog available under “Academic Resources” on the college website, or email or christianservices@cbbc.edu.

Log-In Instructions

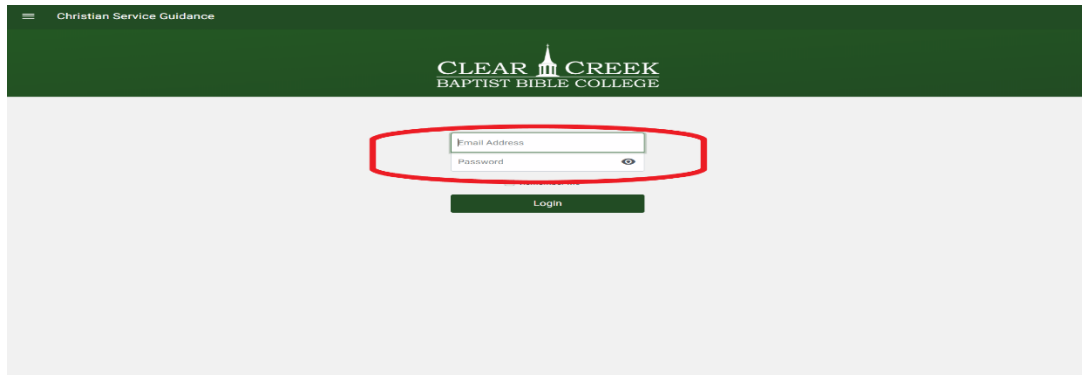
1. Go to the website www.cbbc.edu.
2. In the black bar across the top, click on the “Login” link.



3. From the login link, you will find a series of shortcuts to login to various places. Find the link labeled “Chapel / CSG” and click on it.

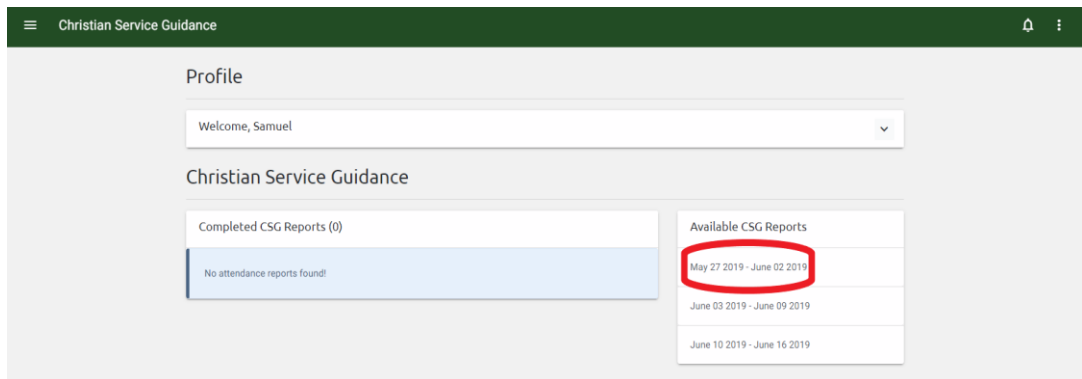


4. You will come to a page that says you have to log in. Enter your username and password, then click “Login” at the bottom.

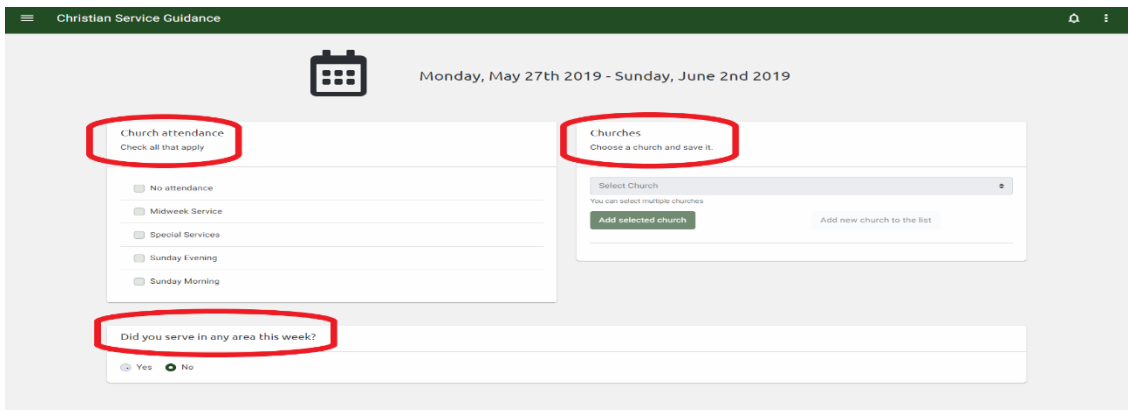


Christian Service Guidance Reporting Instructions (a.k.a. CSG)

1. To report your Christian Service Guidance, click on the dates listed under “Available CSG Reports” in the box to the right.



2. You will be directed to the Christian Service Guidance Reporting page:



3. In the box at the top-left of the reporting screen, click on the checkboxes that are appropriate to you. You MUST check at least one box in order to submit your report

4. After checking the appropriate boxes, the Church Attendance drop-down is enabled and allows you to either select a church, or type a new church name in the field.
 - a. If you are entering a new church, the system will detect this and prompt you to enter the new church name (please be as accurate and proper as possible. Capitalize the first letter of each word in the name, and do not include the city or state in the “Church” field)
 - b. If you are entering a known church, the system will simply auto-select the church based on what you type or select
5. Click the “Add” button and the church will appear in the grid below the church selection dropdown
6. To remove the church, simply click the red circle with the X in it.
7. You may enter as many churches as you attended, served, etc.
8. Once you have entered the church information, it is time to proceed to entering any ministry in which you were involved.

Did you serve in any area this week?

Yes No

Ministry

- Evangelism
- Children/Youth
- Music
- Outreach
- Preaching
- Teaching
- Technology
- Witnessing
- Other

Effects

Baptism

Profession of Faith

New Membership

Surrender to Ministry

Rededication

Transfer of Letters

None Affected

Add

Cancel **Reset** **Save**

9. If you did not participate in any ministries, simply click the radio button labeled “No” where you are asked, “Did you participate in ministry this week?”

Did you participate in ministry this week? Yes No

10. If you click yes, you will see a list of ministries appear.
11. Select the ministry that best describes the activity in which you participated.

12. Once you have selected your ministry, a box should appear that contains “effects” where you can enter the number of people who fit into the effect category. (*please observe the same patience as when waiting for the ministries to appear*).

Please note that this number should not include the total number of people. For example, if you preached and 200 people were in attendance, you would not include 200 for any of the boxes below. You would only include the number for those who were baptized, became members, professed faith in Christ, etc.

13. Once you have entered the appropriate numbers (or nothing at all for effects), click the “Add” button and the entered information will appear in the grid below. (Note: At this point you will repeat steps 8-12 for each ministry in which you participated.) If you did not enter any effects, the grid will show that none were entered.
14. Once you have completed entering your involvement, click on the “Save all entries” button. Your involvement will be saved, and you will be returned to the CSG / Chapel overview.

CHRISTIAN SERVICE ASSIGNMENT (CSA)

The Christian Service Assignment is a practical ministry course that is intended to move students beyond the four walls of the local church. In other words, this course offers students the opportunity to be hands on in ministry within the confines of the local community. With that said, the course requirement is not to be confused with community service as the church does not function as a civic organization. Rather the course requirement takes the form of servanthood evangelism by promoting outreach among the unreached and the unchurched. Therefore, The Christian Service Director will instruct students at the time of enrollment as to where these hours can be served. In the past CCBBC students have served the community by volunteering at local nursing homes, food pantries, senior adult centers, jail/prison’s, homeless shelters, and local schools. Students are encouraged to complete their two semesters of CSA during their first or second year of enrollment at CCBBC. **Please Note: A service assignment should and will not overlap with church ministries that the student is already involved in and should be focused upon reaching the community for Christ.**

- 1) Students are expected to complete no less than 30 hours per semester for TWO semesters (TWO hours each week recommended), preferably within the first 3 semesters of enrollment at CCBBC.**

Students lacking transportation may 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 15-17.*

3) All students are required to arrange their own assignments.

All service assignments must be approved by the Christian Service Director 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.

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. The entrance exams/assessments are administered to incoming students as a part of the admission process. All entrance exams/assessments must 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, and the ACCUPLACER Placement tests (Writing, Reading, and Math).

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 ACCUPLACER (Writing and Reading only), Spiritual Assessment Inventory and Biblical Knowledge Exam, will be required of all upcoming graduates during enrollment in Senior Seminar.

The ACCUPLACER Placement Test is either taken on the computer in the library or via our online proctoring service called Examity. 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 ACCUPLACER if they scored equivalent to a 70 or above on the ACCUPLACER. 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 applicants and will be available as a paper copy from the CS Office Manager upon request.

The CCBBC Spiritual Assessment Inventory is a survey that will be emailed to all applicants. The email will contain a link that the applicant will follow in order to complete the survey. 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.

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 Senior Seminar 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.

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 one semester 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. This course contains a one semester internship for the student to experience hands on ministry under the guidance of an approved mentor.

Chapel

Clear Creek Baptist Bible College conducts two chapel services each week. One chapel service is held on Tuesday while the other is held on Thursday at 11:00 A.M. It should be noted that chapel is an academic course and every degree seeking must be enrolled during each semester that they are a student at Clear Creek. The Christian Service director is responsible for securing Chapel speakers. As such, students benefit both spiritually and practically as they learn from experienced ministry practitioners.

Forms

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@ccbcb.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: _____

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.

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?

FORM A: INTERNSHIP CONTRACT FOR LEARNING

To be agreed upon and signed by student and mentor

Semester/Year: _____ Check One: First Internship Second Internship

Student: _____ Student Phone: (____) ____ - _____

Mentor: _____ Mentor Phone: (____) ____ - _____

Mentor Email: _____

Mentor's Position: _____ Organization: _____

Organization's Address: _____

Internship Type: Pastoral Religious Education Music Ministry
 Youth Ministry Children's Ministry Social Work
 Other: _____

With the help of your potential field mentor, please breakdown the goals and objectives which you hope to achieve during this internship. Another page may be attached if necessary.

General Statement of Purpose: _____

Specific Goals of Internship:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Specific Responsibilities of the Intern:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Intern Guidelines:

1. Promptly meet with my Mentor for mutually agreed conference sessions.
2. Fulfill on-the-job training responsibilities assigned to me.
3. Attend campus class sessions as scheduled.
4. Cooperate in all assigned activities to my best ability.
5. Fulfill my assigned responsibilities.

Mentor Guidelines:

1. Devote some personal contact time to guide this intern in his work.
2. To assign responsibilities to the student and evaluate his progress periodically.
3. To promptly submit the evaluation reports of the student's progress as stipulated.

Student Learning Agreement

I have applied for permission to enroll in the Internship Program for the academic session indicated above. I am specifically interested in the training designated and I have read and agree to the Intern Guidelines listed above and to the goals and objectives as shown on my worksheet for Intern Applicants.

Signature of Student : _____ Date: ____ / ____ / ____

Mentor's Training Agreement

I hereby accept the above named intern based upon the basic guidelines listed above and the goals and objectives stated on the Initial Internship Application. It is understood that as a professional I can add to or revise the suggested topics for discussion and/or the work schedule of the student in consultation with the Director of Christian Service.

Signature of Mentor: _____ Date: ____ / ____ / ____

RETURN TO: Internship Professor, CCBBC, 300 Clear Creek Rd. Pineville, KY 40977

FORM B: INTERN'S ACTIVITY REPORT NUMBER _____

To be completed by the Intern every two weeks. If more space is needed, please write on the back of this form.

Student: _____ Date: ____ / ____ / ____

Organization: _____

During this reporting period:

What topics have you discussed with your mentor? _____

What specific activities have you been engaged in? _____

Reflect on what you learned; what did you do well or poorly? _____

Have you been assigned any new responsibilities? If so, what? _____

Have you encountered any problems? If so, what? _____

Application of Learning

I have used the following:	None	A Few Times	Often
Bible knowledge			
Theology			
Biblical Hermeneutics			
Preaching/Teaching Skills			
Psychology/developmental stages knowledge			
Listening Skills			
Discipleship Skills (includes witnessing)			
Pastoral Care Skills			

Relationship Progress

My relationships with the following people are:	Having Problems	Getting Along	Strong
Mentor			
Pastor and staff			
Deacons/Elders			
Volunteer program leaders			
Church members			

RETURN TO: Internship Professor, CCBBC, 300 Clear Creek Rd. Pineville, KY 40977

FORM C: INTERN SELF-EVALUATION FORM

To be filled out at the end of each semester by the Intern.

Semester/Year: _____ Check One First Semester Second Semester
Student: _____ Date: ____ / ____ / ____
Mentor: _____ Mentor's Position: _____
Organization: _____

Internship Type: Pastoral Religious Education Music Ministry
 Youth Ministry Children's Ministry Social Work
Other: _____

Check the following if applicable:

- 1. My assigned responsibilities have given me the practical experiences I have needed.
- 2. My mentor met with me at least weekly.
- 3. My mentor is well organized, included me in his plans and/or gave me assignments.
- 4. The membership of the church accepted me and worked well with me in my assignments.
- 5. Other leaders within the church responded well to my leadership.
- 6. I need to talk about my internship.
- 7. I would choose to intern in this location again.

My performance during this internship was:

Poor Fair Moderate Good Excellent

Did any crises occur during your internship? If so, explain the situation and how you handled it. _____

Describe any successes or good ministry experiences that relate to your internship: _____

Signature of Student: _____ Date: ____ / ____ / ____

RETURN TO: Internship Professor, CCBBC, 300 Clear Creek Rd. Pineville, KY 40977

FORM D: MENTOR'S EVALUATION OF THE STUDENT

To be completed by the Mentor at the end of the Semester

Student: _____

Mentor: _____ Mentor's Position: _____

Signature of Mentor: _____ Date: ____ / ____ / ____

**Please evaluate the intern in the following categories
with 1 being the lowest value and 5 the highest.**

Bible & Theology

Category	Score (low to high)					
Displayed solid Bible knowledge	1	2	3	4	5	n/a
Displayed understanding of Scriptures:						
In preaching	1	2	3	4	5	n/a
In teaching	1	2	3	4	5	n/a
In conversation/counseling	1	2	3	4	5	n/a
Displayed consistency in biblical theology:						
In preaching	1	2	3	4	5	n/a
In teaching	1	2	3	4	5	n/a
In conversation/ counseling	1	2	3	4	5	n/a

Sensitivity in Ministry

Category	Score (low to high)					
Used Scripture appropriately in ministry	1	2	3	4	5	n/a
Displayed good people/relationship skills	1	2	3	4	5	n/a
Displayed good listening skills	1	2	3	4	5	n/a
Displayed sensitivity to people's needs:						
In hospital visitation	1	2	3	4	5	n/a
In home visits	1	2	3	4	5	n/a
At church	1	2	3	4	5	n/a
In meetings	1	2	3	4	5	n/a
In counseling	1	2	3	4	5	n/a

Communication

Category	Score (low to high)					
Speaks clearly, people understand him/her	1	2	3	4	5	n/a
Uses good grammar in writing and speaking	1	2	3	4	5	n/a
Good skill when preaching/teaching	1	2	3	4	5	n/a
Effective communicator	1	2	3	4	5	n/a
Proper and clear written communication skills i.e. Church newsletter, bulletin, letters, etc.	1	2	3	4	5	n/a

Leadership

Category	Score (low to high)					
Cooperative, caring attitude	1	2	3	4	5	n/a
Draws people in, doesn't exclude people	1	2	3	4	5	n/a
Works well with others when leading	1	2	3	4	5	n/a
Works well with others as part of team	1	2	3	4	5	n/a
Seeks to enable people to do their tasks, trains or provides training for workers	1	2	3	4	5	n/a
Encourages people in their ministries	1	2	3	4	5	n/a
Engages in intentional ministry and coordinates/plans with others well.	1	2	3	4	5	n/a
Participates in and supports the ministries and programs of the church.	1	2	3	4	5	n/a

Social Skills

Category	Score (low to high)					
Appropriate attire	1	2	3	4	5	n/a
Good manners	1	2	3	4	5	n/a
Friendliness, meets people well	1	2	3	4	5	n/a
Displays good emotional self-control	1	2	3	4	5	n/a
Exercised appropriate relational skills	1	2	3	4	5	n/a

Would you use this student beyond the agreed contractual period? Yes No

Have you discussed with the student his quality of work? Yes No

When? _____

Why? _____

Do we have your permission to share this evaluation as we counsel with this student?
 Yes No, please keep confidential

Comments: _____

RETURN TO: Internship

Professor, CCBBC, 300 Clear Creek Rd. Pineville, KY 40977

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