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**CLEAR CREEK BAPTIST BIBLE COLLEGE**

300 CLEAR CREEK ROAD  
PINEVILLE, KY 40977

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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 on-campus and off-campus 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, associations and conventions.
4. Manage human, physical and financial resources guided by biblical principles.

## INTRODUCTION

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.

## OUR 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 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.

## **The Christian Service Program**

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### **THE OBJECTIVES OF THE CHRISTIAN SERVICE PROGRAM AT OUR 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 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.
6. To acquaint the student with the Appalachian area where the school is located, the mission opportunities, the people, and the churches.

## AN OVERVIEW OF THE CHRISTIAN SERVICE PROGRAM

Christian Service or student field education encompasses three important areas required of all students:

1. Practical, weekly, ministry in a local church or approved Christian Ministry
2. Two semesters of supervised Christian Service Assignment
3. Practical Ministry Internship

### **Practical, Weekly Ministry:**

All students are expected to attend and participate in a church where they can express their commitment and call to Christian ministry. Each semester of enrolment, up to a maximum of eight semesters, each student will report his or her service by using the online report found at CCBBC website: [www.ccbbc.edu](http://www.ccbbc.edu). Data from the compilation of these weekly reports is used in assessing the ministry participation of our students, for providing a monthly accountability report to the Kentucky Baptist Convention, and for other studies and reports. Students will submit requested data for the preceding week ending on Sunday night. Reports are submitted each week of each semester. **STUDENTS ARE REQUIRED TO SUBMIT A MINIMUM OF TWELVE (12) REPORTS EACH SEMESTER IN ORDER TO PASS THIS GRADUATION REQUIREMENT.** You have six days to submit the week's report. There will be **NO** makeup reports.

\*\*\* A failure in this requirement will block graduation until the requirement is successfully fulfilled. \*\*\*

### **Christian Service Assignment (First Year Students)**

Christian Service assignments are practical application ministries that are designed to get students involved in their community. A student can propose a service assignment or accept an assignment from the Christian Service office. Students are expected to complete a minimum of one hour each week. Students lacking transportation will be given an assignment on the CCBBC campus. A passing grade will be granted if eight (8) monthly reports (four per semester), signed by the ministry supervisor, are completed.

**Practical Ministry Internship:**

All students will participate in a two semester supervised internship in a church or in an approved Christian ministry (i.e.: Bell County Homeless Shelter, First Priority [public school Christian ministry], senior citizen care facilities, mental health care facilities, hospitals, etc.). Each student will secure a mentor in the ministry field of his/her choice who will not only supervise the ministry, but will meet with you weekly to evaluate your ministry and address your concerns, problems, and successes in the ministry experience. The focus is on putting into a practical ministry situation what you are learning in the classroom. This is a pass-fail course based on meeting the course requirements as defined by the class professor.

**The Christian Service Committee:**

The committee is composed of faculty and staff who provide oversight to and make evaluation of the Christian Service program. This committee shares insights and provides counsel to the Director of Christian Service.

**CHRISTIAN SERVICE GUIDANCE WEEKLY REPORT***Required Information*

Miles Traveled \_\_\_\_ Church Attended \_\_\_\_

*Preaching/Teaching Information*Church \_\_\_\_ Prayer Meeting \_\_\_\_  
Mission \_\_\_\_ Jail \_\_\_\_  
Radio \_\_\_\_ TV \_\_\_\_  
Street \_\_\_\_ Classes Taught \_\_\_\_*Visitation Information*Home \_\_\_\_ Hospital \_\_\_\_  
Nursing Home \_\_\_\_ Jail \_\_\_\_  
Bus Ministry \_\_\_\_*Evangelism Information*Witnessing \_\_\_\_ Literature Distributed \_\_\_\_  
Opportunities*Music Information*Played piano \_\_\_\_ Choir \_\_\_\_  
Special Music \_\_\_\_ Leading Singing \_\_\_\_  
Conducting Choir \_\_\_\_*Effects of Ministry*Professions of Faith \_\_\_\_ Baptisms \_\_\_\_  
Rededications \_\_\_\_ By Letter \_\_\_\_**PLEASE NOTE:**

**DO NOT** use this sample form to turn in weekly reports.

The weekly report is done on-line.

Please remember to click Submit when completed.

[www.cbbc.edu](http://www.cbbc.edu)

Login:

Password:

Click: Christian Service Guidance Survey

Click: Submit

**CHRISTIAN SERVICE ASSIGNMENT**  
 (12 hours per semester - 1 hour per week)  
**FORMS TO BE TURNED IN AT END OF EACH MONTH**

MONTH \_\_\_\_\_

DATE	ACTIVITY	PLACE	# HOURS	TIME

- Briefly describe your Christian Service Activity. If you do meet (such as snow, etc.) please list date and reason.

**SUPERVISOR'S SIGNATURE** \_\_\_\_\_

**STUDENT'S SIGNATURE** \_\_\_\_\_

**PLEASE NOTE:**

DO NOT use this sample form.  
 The Christian Service Assignment Forms are Pink and located in the box outside the Christian Service Office.

### CHRISTIAN SERVICE EVALUATION

For students who have completed their CS Assignment

Please assist us in evaluating the Christian Service Program by answering the following questions and returning to the CS office. THANK YOU!

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

My Christian Service Assignment: \_\_\_\_\_

Was my assignment challenging? If so, how? \_\_\_\_\_

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Did I learn new skills with my assignment? \_\_\_\_\_

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Did I gain ministry experience through my assignment? \_\_\_\_\_

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Was I made to feel "included" in the program of which my assignment was in?

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Did I have a positive attitude while doing my assignment? \_\_\_\_\_

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How did God use me during this assignment? \_\_\_\_\_

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What did God teach me? \_\_\_\_\_

## APPLICANT'S 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 statutes.

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.

Applicant's Certification- page 2

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, request is made for any record of conviction of a crime by the person identified herein. 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. Requests should be accompanied by two, stamped envelopes, one addressed to the employer and the other to the applicant.

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 criminal 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 criminal 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.

# The Internship Program

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## OBJECTIVES OF THE INTERNSHIP PROGRAM

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

The student gains a better understanding of the Bible and its application to life today, as well as the best methods in the work of ministry through the church in his classroom experience. The student is trained in certain skills required and challenged to be fully dedicated to the God-called task. On the other hand, the Christian Service Internship Training program enables the student to put into practice what he learns in the classroom and test his skills. It is the gaining of knowledge through actual experience.

The program is designed to achieve the following objectives:

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 assist the student in improving interpersonal relationship skills, conflict resolution abilities, and management techniques.
5. To provide a systematic means by which the student may reflect upon and interpret practical field experience.
6. To help the student through experience to become familiar with the total program of a Baptist church and its relation to the local association, the state convention, and the Southern Baptist Convention and other related ministries.

## PROCEDURES FOR DEVELOPING AN INTERNSHIP

An intern relationship is developed through the cooperation of CCBBC students with pastors and churches, administrators, and institutions in adjacent areas usually within a radius of 100 miles. The Christian Service Department provides the students with a *Mentoring/Student Manual*, which will contain guidelines for establishing mentoring covenants. These manuals will be given out in the Internship Class by the instructor.

*Practical procedures for developing an Intern/Mentor relationship are enumerated below:*

1. Each student is expected to be involved in a ministry, either in a church or Christian Institution.
2. The student has the responsibility to select a mentor to work with them in an acceptable ministry area.
3. If the student has problems locating or identifying a ministry area and/or mentor the DCS will assist them.
4. The student will meet with their mentor and develop a mentoring covenant.
5. The Mentor/Student manual contains the required forms needed in establishing a mentoring agreement and making the appropriate status reports.
6. Forms C,D, and E are to be filled out with the mentor and student working together.
7. The Director of Christian Service will consult with the student to further define the scope of his/her intern assignment. He will then have the student again meet with their mentor to review and to further refine intern goals.
8. The mentor and the intern will complete the Covenant of Learning Contract (Form E). It is understood that this covenant cannot be broken without the mutual consent of both the mentor and the Director of Christian Service.
9. The student will begin his/her formal responsibilities as soon as their contract of learning is completed. He/she will continue the job assigned for two full semesters or for the term specified in the covenant contract.
10. Forms G, F, and H are status/evaluation forms which are filled out by the identified individual on the form. A minimum of six meetings/status reports is required.
11. The mentor will meet with the intern periodically perhaps to review different facets of church life or to discuss some suggestions or problems encountered by the intern.
12. At the conclusion of the internship period, the mentor will complete evaluation forms on the work of the intern. The intern also will fill out a self-evaluation of

- his internship experience. Forms F and G are included for the purpose of these evaluation.
13. In the event that issues may arise which constitutes a needed change in ministry assignment and/or change in mentor, the student will consult with the DCS.

### **POSSIBLE EXPERIENCES OF THE INTERN**

Each church or institution will design the work load or job description for their potential internship in consultation with the Director of Christian Service. Some suggestions as to the possible assignments involved in the internship are included below:

1. Lead in prayer service
2. Soul winning visitation
3. Leading a morning worship service
4. Observing church committees at work
5. Observing the ordinances
6. Helping in a bus ministry
7. Observing the pastor's preaching (note taking suggested)
8. Meet with the Sunday School Council
9. Confer with the Sunday School Director on his work
10. Hospital Visitation with the pastor
11. Visiting shut-in
12. Attending a deacon's meeting
13. Attending a church council meeting
14. Preaching the evening service
15. Interview with the pastor on his method of sermon preparation, etc.
16. A study of the church's stewardship program

17. Observe a church business meeting
18. Observe church mission programs in action