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

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. ***Report of Church Involvement*;** 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.

Report of Church Involvement (RCI)

Each semester at CCBBC degree seeking students must enroll in "RCI" otherwise known as the "Report of Church Involvement." Please note this is a "Pass/Fail" course that does not affect the student's overall GPA. However, students will not be able to graduate until they have successfully passed all required semesters of "RCI" reporting (See the Christian Service Handbook for further information). The assignment for this course consists of a weekly report that details the student's church involvement for the corresponding week. Note: even if the student did not attend church in a given week the student must still submit that week's report by simply indicating that they were not in attendance within the time frame of that respective report. In order to submit the weekly report students will access the "RCI" course site through Sakai. Specific instructions regarding how to complete and submit this report will be provided during orientation and can be found in the Christian Service Handbook. Furthermore, the weekly reports will be graded by the following criteria:

- Three late reports equal one missed report.

- Three missed reports equal a failed semester of "RCI."
- A failed semester will require the student to enroll in an additional semester and will prevent the student from graduating by their anticipated graduation date.

Step by Step Directions for RCI Reporting

The instructions below will assist you with completing and submitting your Report of Church Involvement. If you experience difficulty, please contact the Information Technology office at helpdesk@ccbbc.edu immediately.

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

Log-In Instructions

1. Go to the website www.ccbbc.edu.
2. In the black bar across the top, click on the "Login" link.
3. After logging in with your student email, you will notice a series of shortcuts to use when accessing various student resources. Find the link labeled **"CANVAS"** and click on it.
4. After logging into Canvas, click on the course card for RCI.
5. To complete your RCI report, scroll down and click on the relevant report listed under "Report Links." (Note: Reports will be listed 1-15.)
6. After clicking on the Report link for the week you are reporting on, click "Take the Quiz."
7. Be sure to click on the link that reads "Report of Church Involvement." After you have completed the report, you must return to this quiz and answer the final question in order to receive credit.
8. Be sure to follow the instructions and to provide the information that pertains to you and your church attendance/involvement.
9. If you did not attend church that week then you still need to submit the report. However, you will indicate that you did not attend. This will still count as credit for reporting purposes.

CHRISTIAN SERVICE ASSIGNMENT (CSA)

At CCBBC every degree seeking student must log thirty (15) hours of community based ministry in two separate semesters for a total of sixty (300) hours combined. In order to meet this requirement degree seeking students must enroll in and pass both "CSA I" and "CSA II." These abbreviated course titles stand for Christian Service Assignment I and II. Please note this is a "Pass/Fail" course that does not affect the student's overall GPA. However, students will not be able to graduate until they have successfully passed two semesters of the Christian Service Assignment. The Christian Service Assignment course will be accessed using Sakai. Within Sakai specific instructions will be provided by the Christian Service Director as to where and how the required hours can be served. It should be noted that these hours must be served in conjunction with but beyond the walls of the local church. In addition, the place and purpose of service must involve engaging

the unchurched and unreached community. Past examples of student involvement have included nursing homes, food pantries, senior adult centers, jail/prisons, homeless shelters, and local schools, etc. With that said, students are encouraged to complete their two semesters of CSA during their first or second years of enrollment at CCBBC. For more information students should consult the Christian Service Handbook or contact the Christian Service Office.

Please Note: ***A service assignment should 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 15 hours per semester for TWO semesters (One hour each week is 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 below.*

3) **All students are required to arrange their own assignments.**
   All service assignments will 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 a Bible Knowledge Exam administered by ABHE upon their acceptance as a student and at their time of graduation.

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 from ABHE.

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 ***(606) 337-3196 ex.114***
300 Clear Creek Rd Pineville KY 40977 ***christianservices@ccbbc.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

Student Name: (Print) _____ (Sign) _____

Supervisor Name: (Print) _____ (Sign) _____

DATE	TYPE OF COMMUNITY OUTREACH	CHURCH NAME	TOTAL # OF HOURS PARTICIPATING IN SERVANTHOOD EVANGELISM

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