

Christian Service Handbook

2016-2017

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Olivet University International

international.olivetuniversity.edu

36401 Tripp Flats Rd
Anza, CA 92539
+1.951.763.0500

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Christian Service (CS) Program

The 2016/17 OUI Christian Service Handbook underwent a complete revision compared to previous editions. CS courses will only be offered under the new Handbook from this year on.

The CS Handbook applies to both program levels equally. (PRAC010 College Christian Service, PRAC020 Graduate Christian Service)

Objectives

The program is designed to enable students to:

- Apply Biblical principles learned in the classroom to life situations encountered in a church setting or Christian fellowship setting (CLO 1)
- Exercise leadership skills through service activities in the context of church or Christian fellowship small groups (CLO 2)
- Demonstrate faithful discipleship to Jesus Christ and commitment to His Church through regular church attendance, prayer, Bible study, and evangelism (CLO 3)
- Exhibit attitudes and values consistent with the development of a Christ-like character. (CLO 4)
- Seek, identify, appreciate and reflect one's gift(s) and demonstrate their application in ministry. (CLO 5)
- Experience and appreciate the dynamics and power of working in ministry teams with differing gifts. (CLO 6)

Requirements

Students must meet the following Christian Service requirement:

- Bachelor of Arts students: 6 quarters of Christian Service for a total of 90 hours (15 hours per quarter)
- Master of Arts students: 2 quarters of Christian Service for a total of 30 hours (15 hours per quarter)
- All BA freshmen, first year MA graduate students and transfer students are required to attend the Christian Service Orientation online at the beginning of their first quarter at OUI. The purpose of the

orientation is to familiarize students with the Christian Service program of the College.

- Demonstrate fulfillment of the four objectives of the Christian Service Program (see “Objectives” above)
- All students engaged in Christian Service must fill out a Quarter Plan or Christian Service Card, and use it in the final reflection of the program.
- Attendance is an important responsibility to the Church or the ministry in which you are serving. A student should not be absent from an assignment more than two times each quarter, except in the case of an emergency or sickness. Excessive absences from an assignment will result in a “NP” (No Pass) grade of the Christian Service course. If you are absent from your assignment for any reason, you are responsible to contact your immediate Site Supervisor prior to the time of the assignment and, if necessary, secure a qualified substitute and make all necessary arrangements for fulfilling your assignment.

Students must submit their Final Report with two photos from their Christian Service activities through the online CS classroom.

Procedure

Step 1. Search for Ministry Opportunities

Students must find and secure a Christian Service position with World Olivet Assembly (WOA) affiliate ministries or organizations in their surrounding area. A student in doubt about the validity of a certain service position may contact the student service staff or faculty in the online classroom ideally no later than the first week. Typically, this ministry is identical with the congregation in which Chapel class is taken. Students are free, however, to serve in other ways they feel called to.

Step 2. Prayerfully Create a Quarter Plan

All students engaged in Christian Service create a personal Christian Service plan at the beginning of the quarter and revisit the plan regularly or at least in the end of the quarter when assessing their own Christian Service activities.

Step 3. Consensus

Share your quarterly plan with a Teaching Assistant or clerical faculty in the online classroom and a local ministry leader. Seek input and consensus on your plan before starting to implement it.

Step 4. Portfolio / Album Creation and Submission

Create a photo portfolio of your activities in service of the church or as a Christian to your community.

Make an effort to mobilize at least one additional person to engage in your service project together and contribute a reflection to the photo album at the end of the quarter. (frequent reflections and an organization of the portfolio into chapters with its own story is recommended for your own benefit.)

Try to address each CLO at one point in the photo album/portfolio.

Advising

The Site Supervisor and Faculty Mentor act as advisors for the Christian Service program, which is headed by the Chaplain Office. The advisement system is designed to help the student explore how best to fulfill the four objectives of the Christian Service program in the context of the student's broader spiritual, academic, and professional pursuits. Each advisor confers individually with his or her students, helping them focus their Christian Service goals and objectives, and offering guidance in placement selection.

Evaluation

Grading is Pass/No Pass. No credit is awarded for the Christian Service Program. All students who

successfully fulfill their responsibilities for Christian Service will receive a grade of “P” (Pass). Any student who does not fulfill his/her responsibilities will receive a grade of “NP” (No Pass).

The Christian Service grade is based on the following:

- Make a good faith effort to connect your Christian Service project with the course learning outcomes of the CS program as evidenced by conscious consideration in the portfolio.
- Submission of a portfolio consisting of photos, student reflections, third party contributions related to the project (e.g. news articles, testimonies, flyers, brochures)

Grading

The portfolio demonstrates engagement with the following areas:

- Biblical principles (learned in the classroom or otherwise) have been applied to life situations encountered in a church setting or Christian ministry setting (CLO 1) -- 20%
- The nature of the project documented in the portfolio implies leadership skills have been exercised on part of the student. (CLO 2) -- 15%
- Faithful discipleship to Jesus Christ and commitment to His Church is evidenced through pictures of and reflections about church activities, prayer, Bible study, and evangelism (CLO 3) -- 15%
- Attitudes and values displayed in pictures and any included description and reflection are consistent with the development of a Christ-like character. (CLO 4) -- 20%
- The student searched for, identified, or appreciate his or her gift(s) in the course of the creation of the portfolio and demonstrate their application in ministry. (CLO 5) -- 15%
- Pictures and reflections show that the student worked in a ministry team at least once during the quarter. The dynamics and power of differing gifts is addressed at least once. (CLO 6) -- 15%
- The portfolio is graphically appealing and well prepared -- 5% extra credit

Undergraduate students with grades higher than 70% and Graduate students with grades higher than 80% will pass. Students with grades lower than 70% or 80% will not pass.

If the student fails to submit the portfolio, he or she will all receive an automatic “NP”.

Important Consideration:

- Students are required to attach a minimum of two photos of their service in the Final Report.
- If students change their ministry placement during the quarter, they should report the change to the faculty of record within a week after the re-placement occurs.
- If the Site Supervisor/Faculty Mentor evaluates that a student is not eligible to pass Christian Service, students will receive “NP”.

Any student who receives a quarter grade of “NP” (No Pass) may appeal to the Chaplain Office.

Resources

- Tracts and Bible portions will be posted on the Christian Service Program resources page in the online classroom.
- Students, Site Supervisors, and Faculty Mentors may contact the Chaplain Office (christianservice@olivetuniversity.edu) regarding questions concerning assignments.
- Any additional information or announcements concerning Christian Service will be posted in the online classroom.

Christian Service Program Survey

Students, Site Supervisors, and the faculty of record will be asked to fill out a survey to evaluate the Christian Service program at the end of each quarter term. Feedback from the survey will be reflected to improve the Christian Service program at Olivet University International.

Potential Christian Service Activities

An important emphasis of Christian Service is evangelism and teaching. Students are encouraged to develop ministry skills by serving in local churches or parachurch organizations corresponding with their professional studies and vocational interests.

Ministry Activity Suggestions

Be creative and prayerfully consider the best way to discover various talents and callings inside you. This table shows sample ministry activities in which Olivet Students have been involved in recent quarters:

Local Churches	Campus Ministry	Music Ministry
Evangelism in local areas	Evangelism	Evangelism in local areas
Teaching Bible studies	Teaching Bible studies	Participating in a praise worship team
Serving in Church Office/Clerical	Writing/Publishing ministry materials	Participating in a choir
Serving in Sunday School	Assisting a web department	Assisting a web department
Serving in foreign missions	Serving in a prayer group	Teaching Bible studies
Participating in an intercessory prayer group	Administration Works	Serving in Christian broadcasting
Cleaning	Assisting the public relations department	

Quarter Plan

Each student's ministry assignment should be systematic and require preparation. It should be connected with a local ministry and in this way sufficiently supervised, benefit the recipient, and contribute to the student's development of ministry skills in a field consistent with his or her academic program.

The Christian Service Quarter Plan or Christian Service Card are recommended ways to organize one's plan. Submission is not mandatory, but the content of your plan for the quarter term should be shared at least with a local leader. The form is available in MyOlivet.

Final Report

Students are required to submit the Christian Service program Portfolio by the last day of the quarter term via the Christian Service online classroom. The portfolio will describe students' ministry activities and reflection of their progress according to the six outcomes of the Christian Service program. The portfolio must contain a minimum of two pictures per activity.