

Arlington Baptist College

Christian Service

Manual

(Revised Fall 2007)



Training That Transforms

Table of Contents

A Word of Thanks	3
From Your Christian Service Director	4
Christian Service: Its Purpose	5-7
Christian Service: Its Mission Statement	8
Christian Service: Its Goals and Objectives	9
Christian Service: Its Committee	10
Christian Service: Its Basic Requirements	11-18
Your Bible Reading	11
Your Family and Home	12
Your Employment	13
Your Local Church Involvement	13
Your Campus Involvement	14-16
Your Ministry Skills Assignment	17
Your Partial Exemption	17
Your Extracurricular Activities	18
Christian Service: Its Report Forms	19-32
Dates to Remember	20
Local Church Membership Report	21-22
Bible Reading Report	23-24
Local Church and Ministry Report	25-26
Self Evaluation and Pastoral Evaluation Reports	27-29
Ministry Skills Assignment	30-32
Christian Service: Its Grading System	33-34
Graduation Requirements	35
Make-up Assignments	
Grade Changes	
Distance Education & Online-only Student Requirements	
The Aquila and Priscilla Award	36
Appendices	37-41
Top Ten Frequently Asked Questions	38
My Family Schedule	39
My Employment Ministry Record	40
Suggested Bible Study Tools	41

A Word of Thanks

Arlington Baptist College wishes to extend a word of appreciation to some key men who were instrumental in the initial implementation and early development of our Christian Service Program.

Without the vision, dedication, leadership, and hard work of David Chapman, Luke Racioppa, Mike Hoover, and Earon Fowler our college would be less effective in equipping men and women to “do the work of the ministry.”

May the Lord bless each of these men as we continue building upon their foundation a more effective Christian Service Program that will bring increased glory to our God and equip our students to meet the needs of others in His name.

**And let the peace of God rule in your hearts,
to the which also ye are called in one body;
and be ye thankful.**

Colossians 3:15

From Your Christian Service Director

Dear Student,

Welcome to the practical arm of your educational experience here at Arlington Baptist College. For over 30 years we've been striving to create a Christian Service Program that would help you develop your ministry skills necessary in becoming the servant of God for which you were created. When you complete your classroom assignments as instructed for graduation, I'm sure you'll leave ABC with sound doctrine, biblical theology and astounding academics. Likewise, if you follow the guidelines outlined in this manual and fulfill the requirements of our Christian Service Program, I'm convinced you'll become a more highly skilled servant of the Lord, better equipped to serve others for His glory.

This manual has been updated to reflect some recent advancements in our ministry to students. All students on campus, in our Distance Education, and online will find the information in this manual very helpful. So, please read it carefully and refer to it periodically throughout the course of your study to keep you on the right track. Your constructive criticism and insightful input are welcome, so please let me know how we can better serve you in the Christian Service Department. Feel free to drop by my office (Chapel, #14) or give me a call at the college (ext. 121). I'm looking forward to getting to know you better.

Serving Him Together,

J.B. Baldrige
Christian Service Director

Christian Service: Its Purpose

Perhaps one of the most popular questions on the campus of Arlington Baptist College is, “Why do we need a Christian Service Program at ABC?” There are four answers to this question that define the purpose of our Christian Service Program. These four answers are not presented in any specified order of importance.

Christian Service is required by the Association for Biblical Higher Education (ABHE).

The ABHE is the accrediting body that gives validity to the academic degrees earned by the graduates of Arlington Baptist College. Because ABC is recognized and accredited by the ABHE, every ABC graduate can rest assured their transferable degree is recognized by other accredited institutions of higher education offering similar disciplines of study.

The ABHE is recognized by the Council for Higher Education Accreditation, classified as a National Institutional Accrediting Body, and listed by the United States Department of Education as THE accrediting agency for undergraduate Bible college education.

To maintain her accreditation from the ABHE, Arlington Baptist College must comply with the standards and guidelines set by the ABHE. The Manual of the Accrediting Association of Bible Colleges (the former name of the ABHE) states:

A college must have and widely publicize a written statement setting forth its philosophy and specific objectives for a comprehensive program of Christian Service and its Christian service requirements for graduation. The primary focus of all Christian service must be the glory of God and meeting of human needs in His name (section D.2.0).

The AABC Manual further explains how the Christian Service Program at ABC should affect you personally.

The objectives of the Christian service program should relate to student development (such as commitment to a lifetime of ministry regardless of vocational calling). A college should document the value received, especially for students who are preparing for full-time vocational ministry (section D.2.1).

Should Arlington Baptist College fail to meet these specific demands for Christian service as defined by the ABHE, her status of accreditation would be threatened. So, one reason we have a Christian Service Program is because ABHE requires it. Another reason for our Christian Service Program is...

Christian Service is included in our College Mission Statement.

Carefully consider our mission statement:

*Arlington Baptist College endeavors to **prepare** men and women for **Christian life and ministries**, both lay and professional, through studies in Bible, general education, church vocations, and **practical service; integrating** faith and learning in the context of a Christian world view.*

Notice the key words written in bold type. It is virtually impossible for Arlington Baptist College to prepare you for Christian life and ministries without involving you in practical service! That is the heart of our Christian Service Program. If we fall short of giving you such a program that involves you in practical service and holds you accountable, we automatically abort our mission.

Our Christian Service Program is the “practical arm” of the biblical theology, doctrine and academics you will gain at Arlington Baptist College. It provides opportunities for you to balance theory with practice. It serves to assist you in integrating your faith and learning by requiring you to exercise spiritual disciplines and further develop personal ministry skills. That brings us to the third reason behind our Christian Service Program.

Christian Service helps develop personal spirituality and ministry skills in our students.

Ultimately, our Christian Service Program seeks to be a personal aid to you. YOU are the focus of the program, not the faculty or academics. Consider the acronym **A.I.D.** to fully understand how our Christian Service Program plans to help each student individually and personally:

A = ACCOUNTABILITY

Some among the ranks of conservative Christendom fail to see the need to be held accountable to other believers. They argue mindlessly, *“It’s none of anyone’s business how my relationship with God is going. What I’m doing or not doing for Him is strictly between God and me. I am accountable only to God, not man.”*

This is parallel to Cain’s response to God in Genesis 4:9: *“Am I my brother’s keeper?”* Because Abel was a man of faith (Hebrews 11:4) and characterized as a prophet (Luke 11:50-51) it is highly probable that he tried to hold Cain accountable and that Cain rebelled against his God-given duty to be held accountable. The result of refusing to be held accountable to another man can be quite costly. In Cain’s case, it was MURDER!

In a similar fashion Paul held Peter accountable for his actions as recorded in Galatians 2:11-14. Scripture clearly teaches believers are to be accountable to one another. In fact, Christianity is a “one another” belief system in which we are commanded to love, forgive, comfort, build up, exhort, and encourage one another. God created us to live in community, and one vital dynamic of community is accountability.

By setting forth specific requirements and expecting certain “reports” to be completed correctly and turned in on time, the ABC Christian Service Program holds you accountable for your spiritual growth, godly actions, Christ-like attitudes, and fruitful ministry for the Lord. Though it may “rub some the wrong way,” the accountability of our Program is designed to be an aid to the spiritual life of our students.

I = INVOLVEMENT

A fulfilled, happy Christian is an active Christian. Our Christian Service Program helps you remain actively involved in a consistent walk with the Lord, actively involved in local church ministry, and actively involved in other areas of personal ministry and growth.

D = DEVELOPMENT

Accountable and involved students naturally develop in several areas of their life. Through our Christian Service Program you will develop your *personal character* as you “add to your faith” virtues of honesty, integrity, holiness, and godliness. You will also develop your *social skills* as you interact with people of different backgrounds and cultures, sharing the Gospel and meeting needs in different

ways. Students often discover and develop their *spiritual gifts* through fulfilling the requirements of the Christian Service Program. You'll love developing and using your gifts and skills for the Lord!

The final reason we have a Christian Service Program at ABC is...

Christian Service serves as a good reference for student placement in ministry.

We often hear from pastors, Christian schools, and even missionaries looking for good prospects among our student body. Those desiring to find ABC students for part-time or full-time positions of ministry are more often concerned with your Christian Service involvement and ministry skills than your academic achievements.

Understanding this, we keep a personal file on every student, whether presently enrolled, formerly enrolled, or graduated. Each personal file contains listings of assignments completed, reports, grades, and other vital information relating to Christian service. For instance, a pastor of a local church may need our help in finding someone to join in his ministry. He may request YOUR Christian Service file to determine your attitude toward Christian Service and your performance in the ministry. In some cases, the final decision was based on the Christian Service file of a student.

So, what is the purpose of the Christian Service Program at Arlington Baptist College? YOU are the purpose. YOU are the beneficiary. We have witnessed God using our Christian Service Program in preparing students just like YOU for effective ministry. We are trusting Him to use our Program to help YOU become the servant He uses for His glory.

**But sanctify the Lord God in your hearts:
and be ready always to give an answer
to every man that asketh you a reason of the
hope that is in you with meekness and fear:**

I Peter 3:15

Christian Service: Its Mission Statement

We have carefully selected each word in our mission statement for the Christian Service Program at Arlington Baptist College to best reflect our overall purpose and approach to ministry. It is this mission statement that serves as a compass to keep us heading in the right direction in fulfilling our purpose.

**Focusing on the glory of God as its highest end,
the Arlington Baptist College Christian Service Program
exists to prepare students to meet the needs of others
through practicing specific disciplines necessary in
developing personal spirituality and ministry skills.**

Notice the four main elements of our mission statement:

- 1. The glory of God is its highest end.** Good results will come from your life and ministry if you are faithfully involved in our Program. Souls will be saved, new believers will be trained and churches will grow. The list of possibilities is endless. However, all the glory belongs to God and only God. No student, Christian Service Director, ABC faculty member, or supporting pastor should get the credit for the fruits our Christian Service Program. To God be the glory!
- 2. Students will meet the needs of others.** As you become more and more involved in Christian service you will witness genuine needs being met. The nature of these needs may be spiritual, social, physical, emotional, psychological, or even financial. Others must benefit or it's not Christian service.
- 3. Students will develop personal spirituality.** Our Christian Service Program encourages you to spend personal time with the Lord in prayer, Bible reading, Bible study, meditation, and worship. These and other disciplines will help you build spiritual character. If you are actively involved in the Christian Service Program, you can expect to be drawn into a closer, more intimate relationship with your Savior.
- 4. Students will develop ministry skills.** We see our Christian Service Program as a hands-on learning experience for you. Through active participation in the Program, you will discover and develop your God-given gifts for ministry to others.

**Whether therefore ye eat, or drink,
or whatsoever ye do,
do all to the glory of God.**

1 Corinthians 10:31

Christian Service: Its Goals and Objectives

Christian Service Program Goals

The Christian Program of Arlington Baptist College will:

1. Encourage you to discover and develop your spiritual gifts, talents and skills for God's glory.
2. Require you to exercise personal disciplines necessary in building Christian character and ministry skills.
3. Challenge you to explore various avenues of ministry in which your ministry skills may be regularly exercised and more fully developed.
4. Provide you with ample opportunities of serving others and meeting needs through local church involvement and personal ministry.
5. Evaluate and report your progress of developing ministry skills and spiritual disciplines.

Christian Service Program Objectives

Upon completion of the Christian Service Program of Arlington Baptist College, you will be able to:

1. Give God the glory by expressing a Christ-like attitude when your personal ministry produces fruit.
2. Define and explain your spiritual gifts as they relate to your personal ministry and to your ministry in a local church.
3. Identify and meet the needs of others in the community and the local church through the use of your ministry skills.
4. More effectively communicate the gospel and grace of our Lord in evangelism and discipleship.
5. Readily volunteer for personal ministry in a wider variety of circumstances and opportunities.
6. Periodically evaluate and chart your personal spiritual growth and development of ministry skills

Christian Service: Its Committee

Our Christian Service Committee is comprised of the student officers in the Student Government Association and three full-time faculty members. Since its inception, the Christian Service Committee has enjoyed great success in serving the student body of Arlington Baptist College.

The primary purpose of this Committee is to keep the entire Christian Service Program on track. The Committee provides structure, stability, versatility, and accountability while forging a bond between the student body and faculty. The mission, goals and objectives of the Christian Service Program are monitored by the Committee to ensure the overall effectiveness of the Program.

You will find the Student Government Association (SGA), your Christian Service Director, and every faculty member who serves on the Christian Service Committee open to your comments and suggestions. You will be given ample opportunity to share your views and opinions concerning our Christian Service Program during your Cluster Meetings, Timothy Days, periodic questionnaires, and local church ministries. Rest assured. Your Christian Service Committee will serve you well.

**Search me, O God, and know my heart:
try me, and know my thoughts:
And see if there be any wicked way in me,
and lead me in the way everlasting.**

Psalm 139:23-24

Christian Service: Its Basic Requirements

Students enrolled in four hours or more and attending classes on campus at Arlington Baptist College are required to participate in the Christian Service Program. Likewise, Distance Education students who complete ten hours of study and online-only students who complete twelve hours of study have similar requirements for Christian Service. Below you will find a brief explanation of what is expected of you regarding your Bible reading, your family, your employment, your church, and the college. For the purpose of accountability and charting your progress, you will be required to periodically complete and turn in reports on some of these areas of your life and ministry. A more detailed explanation and instructions on completing these reports may be found in the following sections of this Manual.

Your Bible Reading

Reading the Bible should be as natural and enjoyable to the child of God as breathing fresh air. God's powerful Word will gradually transform you into His likeness as you spend time reading, studying and applying its truths. Just as Jesus came apart from the clamoring crowds and pressures of the ministry, so believers must develop the discipline of regular, devoted moments of time with Him and His Word.

There are several spiritual exercises you may consider during your time with God. While some disciplines may be more popular than others, each are taught in the Bible and have proven to benefit those who approach them with a humble, Christ-like attitude. Some biblical examples of such spiritual disciplines are:

1. Prayer (Ps. 5:2; 55:17; Mt. 6:5-15; 9:38; 14:23; I Tim. 2:8)
2. Bible reading and study (Heb. 4:12; 2 Pt. 1:19; 2 Tim. 2:15)
3. Bible memory (Ps. 119:11, 105; John 15:20)
4. Praise and worship (Ps. 56:4, 10; John 4:22-23)
5. Silence and solitude (Ps. 46:10; Mt. 4:1; 14:23; Mark 1:35; 6:31)
6. Fasting (Mt. 6:16-18; 17:21; Mark 9:29; Acts 14:23; I Cor. 7:5)
7. Journaling (Ps. 63:5-6; 77:11; Deut. 6:4-7; 2 Tim. 1:5)
8. Meditation on the Word (Josh. 1:8; Ps. 1:1-3)

A WORD OF CLARIFICATION

We understand the private, intimate nature of spending time with the Lord. None of the reporting required by the Christian Service Program is designed to pry into your private life and spiritual walk with the Lord. That is why we ask for a minimum reporting of only two out of the eight disciplines mentioned above: (2) Bible reading; (8) Meditation on the Word. The details of the intimate interaction you have with the Lord are surely "none of our business." However, all we require is that each student report how often those times with the Lord occur in regard to Bible reading and meditation. You'll learn more about the Bible Reading Report later in this Manual.

YOUR FAMILY AND HOME

As the first human institution set up by God, the family has a high priority in the Plan of God. According to Scripture, the primary source of all spiritual training and guidance should be the family (Deut. 6:4-7). Further, the family has the responsibility of setting a good example of Christ-like love, submission, and obedience before a lost world (Eph. 5:21-6:4). Every student at Arlington Baptist College, single or married, should strive to build and maintain a strong, healthy, vital, godly family.

For Single Students

Each year students come from all over the country to Arlington Baptist College in preparation for a life of ministry. Many of these students leave behind parents and friends for the first time. As a single student, you may find this transition a bit challenging. Initially, your increased independence may feel like “freedom” from the authority of your parents. However, this freedom may later develop into various shades of loneliness or periods of homesickness that can have an adverse affect on you.

We encourage all single students to maintain contact with their family as often as possible during their stay at ABC. Even if your family is across the world, an occasional phone call, email, or letter to remind them of your love and appreciation for their support and direction always helps. You may find the sheet entitled *My Family Activity Schedule* in the Appendix helpful for your personal use.

For Married Students

While parents and in-laws are still to be honored (Eph. 6:1), the focus of your family life shifts after marriage. *Therefore shall a man leave his father and mother, and shall cleave unto his wife: and they shall be one flesh* (Gen. 2:24). This simply means as a married student, you must now strive to build a strong, meaningful relationship with your spouse. You will soon discover the pressures of school, church, work, and other sources rob you of precious family time. This is why we want to stress the importance of spending quality time with your family on a regular basis.

If you have children, you will need to be sure they receive the love and attention they deserve and require from you. Let your children see you model the importance of building a strong family by giving them proper place in your busy schedule. Please remember: **God did not call you to Arlington Baptist College to put your family on the shelf!** Your striving for good grades and a great ministry could result in negative results with your children, so please be careful! Great men like Eli and Samuel forfeited their own families for the cause of their ministries. Learn from their examples, please.

We encourage our married students to schedule at least one family activity per week. This weekly family time should be uninterrupted time of enjoyment, relaxation, and nurturing for everyone. Your spouse and children will love you more for putting other responsibilities “on hold” just for them. We have included in the Appendix of this Manual a sheet entitled *My Family Activity Schedule* to assist you in scheduling and keeping track of your family activities. Posting this on your refrigerator door for all the family to see will hold you accountable. Have fun with your family during your time of study at ABC.

...in honor preferring one another;

Romans 12:10

YOUR EMPLOYMENT

You may be one of the many students who must work to pay for tuition and the general cost of living expenses. Whether you work for a Christian organization or a secular business, it is your responsibility to set a good Christian example before your employer, co-workers, and customers. The Bible clearly teaches to us be faithful, diligent, hard workers (Romans 12:11; 13:1-7). As a child of God you should always be efficient, on time, courteous, honest, and loyal. Such Christ-like traits should be displayed by every ABC student, especially at their place of employment.

While we want to encourage you to view your job as a mission field for the Lord, we discourage our students from practicing their preaching skills while at work. Abrasive, obnoxious, in-your-face witnessing tactics should be avoided while on the job. Your employer hired you to work, not to preach. Let your Christ-like work ethics do the preaching and allow the Lord to open a door to verbally share the Good News of Christ with someone on the job at the most appropriate time.

As a rule, the students of Arlington Baptist College have a good reputation among various places of business in this area. Many local employers have contacted the college looking for MORE students from ABC to work for them. That's a compliment to our students, our school, and certainly our Lord! You will find the sheet entitled *My Employment Ministry Record* in the Appendix of this Manual very helpful in tracking your personal ministry while on the job.

YOUR LOCAL CHURCH INVOLVEMENT

As a student of Arlington Baptist College you are required to be a faithful, active member of a local church. New students attending our campus are given seven weeks to find a new church home during their first semester at ABC. In rare cases you may need an extra week or two. Be sure to inform the Christian Service Director of your need for an extension to avoid the loss of credit toward your Christian Service grade.

We encourage you to make your church selection a matter of prayer rather than popularity or personal preference. The natural tendency is to look for a church "just like the one at home." While this might well be impossible, keep an open heart and mind by allowing God to direct you to the church where you can best serve Him. Your new church should be a place where you can grow spiritually and develop your ministry skills through consistent use of those skills. We prefer you to join a church that teaches and preaches the same doctrines as the college and is supportive of the mission and vision of the college. Doing so will avoid much unnecessary confusion.

Upon joining your new church you should immediately begin to build relationships with the pastor, staff, and members of the church. You will soon discover you are a vital part of your new family as you become actively involved in the life and ministries of your new church. It is required of every ABC student to be faithful in attendance, outreach, evangelism, worship, giving of tithes and offerings, missions, and using spiritual gifts to do the work of the ministry. A major assignment in the Christian Service Program, the *Ministry Skills Assignment*, can often be fulfilled within the first few weeks of your new church involvement.

Faithful attendance and active membership in a church is also required of all Distance Education students and online-only students. Special consideration is given to these students who do not take classes on campus, but enjoy the flexibility of our Distance Education and online courses.

Changing Churches During a Semester

In some rare cases, a campus student may need to change churches during a semester. As soon as the need arises, that student should contact the Christian Service Director. We will do all we can to assist in this transition and make all necessary adjustments to that student's records.

YOUR CAMPUS INVOLVEMENT

To enhance your experience on campus we offer specific, structured opportunities for Christian service and ministries living on campus as well as those living off campus. We believe so strongly in these opportunities that in many cases student participation is a requirement in the Christian Service Program. Obviously, Distance Education and online-only students are exempt from these activities.

Chapel Services

Chapel services meet regularly every Monday, Wednesday, and Friday from 9:10 am to 10:00 am. For special occasions or special emphasis weeks, our chapel services may be held each day. You **MUST** attend every chapel service if

1. You are a dorm student; even if you have no scheduled class on a chapel day.
2. You are an off-campus student with a class scheduled on a chapel day.

Only off-campus students with no classes scheduled on a chapel day, Distance Education students, online-only students and other students with special needs are exempted from chapel attendance. Please visit our Dean of Students to apply for a Chapel exemption.

Special Note:

CHAPEL EXEMPTION DOES NOT MEAN CHRISTIAN SERVICE EXEMPTION! Though you may be given a chapel exemption from the Dean of Students, you are required to fulfill the rest of your Christian Service requirements. In special situations, some students may qualify for a partial exemption from the Christian Service. Please refer to the section *Partial Exemptions* in this Manual for more details.

Cluster Meetings

Our student body is comprised of men and women who have been called of God to better equip themselves and others for ministry. Many are preparing as counselors, missionaries, youth pastors, senior pastors, teachers, music ministers, or evangelists. Understanding this diversity, we provide an opportunity for students with similar life goals to gather three times each semester at one of six special Cluster Meetings: Education, General Studies, Music, Missions, Pastoral, and Youth. Each Cluster is led by a faculty member or another qualified minister who is capable of delivering interesting discussion, personal encouragement, and helpful insight. Cluster Meetings are usually scheduled on a Monday during the regularly scheduled chapel time (9:10 am – 10:00 am). The exact dates, locations, and Cluster Leaders will be announced and available online each semester.

Attendance at each Cluster is just as mandatory as chapel service attendance. Therefore, missing one of these Cluster Meetings is the equivalent of missing a chapel service. You should avoid "Cluster hopping" and settle with one particular Cluster early in the semester.

YOUR CAMPUS INVOLVEMENT (continued)

Student-led Focus Groups

At the present, we have six student-led focus groups on campus. With the aid of a supervising faculty member, each focus group has a specific identity, mission, and approach to student ministry. We believe you'll feel right at home with one or more of these focus groups. The meeting time and place for each group will be determined and announced early in each semester.

International Students' Fellowship (I.S.F.)

The I.S.F. exists for the purpose of ministering to our international students, helping them become more accustomed to life in the United States and life on the campus of Arlington Baptist College.

Ladies in Fellowship Training (L.I.F.T.)

These ladies find themselves meeting regularly to discuss matters dealing with spouses in the ministry, various ladies ministries, and to lift one another up as they train to be leaders of women in ministry.

Student Missionaries' Association (S.M.A.)

The S.M.A. has been instrumental in supporting, encouraging, and involving prospective missionaries in regularly scheduled meetings that include preaching, special guests, seminars, and insightful discussions.

Student Preachers' Fellowship (S.P.F.)

Students preparing to be pastors and evangelists hone their sermon-building and public speaking skills as they alternate preaching to one another on campus and in area churches. Occasionally, a special guest attends the meetings to provide practical insight into pastoring a local church.

The 4:12 Group

Based on I Timothy 4:12, this student-led group is comprised of men and women seeking insight and practical experience in working with today's teenagers. Opportunities to assist local churches in various areas of youth ministry are available (speaking, music, planning, etc...).

The Shiyr Group (pronounced "sheer")

Named after the Hebrew word for music, *The Shiyr Group* provides fellowship and a forum for music and music related topics that interest men and women in music ministries. A range of opportunities for ministry are available to develop skills needed in music ministry.

Often two or more of our student-led focus groups combine their gifts and creativity to plan and perform an effective outreach ministry, both on campus and off campus. Such events of ministry have included revival meetings, youth rallies, praise and worship times, cookouts, and retreats. So, find a focus group nearest to your calling, get involved and become a part of something that makes an impact on your life and the life of another.

Special Emphasis Activities and Events

Occasionally we will dedicate an entire week on campus to emphasize a particular ministry or aspect of campus life. For instance, we have *Education Emphasis Week*, *Youth Ministry Emphasis Week*, *Missions Emphasis Week*, *Pastoral Emphasis Week*, *Evangelism Emphasis Week*, *Creation Seminars*, *King James Version Conferences*, *Spirit Week*, and others. These special emphasis activities and events serve to help you become balanced in your exposure to the various fields of ministry and controversial topics of discussion. We think you'll find these opportunities a refreshing challenge.

Timothy Day

Just as Paul kept in touch with young Timothy and guided him through his ministry training, so Arlington Baptist College desires to assist you on a more personal level. The purpose of Timothy Day is threefold: encouragement, exposure, evaluation.

1. **Encouragement**
Both student and faculty are encouraged as a relationship between both develops. Many times a mentoring relationship blossoms from the initial encouragement experienced at the Timothy Day meeting.
2. **Exposure**
When a student is open and honest with a faculty member during a Timothy Day meeting, the needs of that student as well as the needs of the college become much more apparent.
3. **Evaluation**
After spending time with each student, the faculty and administration can more accurately evaluate the strengths and weaknesses of our student as well as the educational experience offered to our students. Some of the most significant changes and improvements in student life have been the result of evaluations received through the Timothy Day ministry.

Here's how Timothy Day works. Each semester, one day is set aside for every campus student to meet briefly with a faculty member. All classes are cancelled for the day to facilitate the numerous counseling sessions. Once in the meeting with a faculty member, you will be encouraged to express how things are going in your life and how the college can better serve you. Usually, an online survey will be required of every campus student. Distance Education and online-only students are exempt from Timothy Day.

Our Timothy Day ministry is constantly evaluated by the Christian Service Director and the Christian Service Committee for its effectiveness. We believe this ministry is so vital to the life of the student and the college that participation by every person is absolutely necessary. In the event you miss a scheduled Timothy Day session or fail to complete the online survey, you will likely receive a demerit. If your absence was a result of circumstances beyond your control, please contact the Christian Service Director.

**And the things that thou has heard of me among many witnesses,
the same commit thou to faithful men,
who shall be able to teach others also.**

2 Timothy 2:2

YOUR MINISTRY SKILLS ASSIGNMENT

The Ministry Skills Assignment is the flagship of the Christian Service Program. It was designed to help you discover and develop your spiritual gifts and ministry skills in a gradual, methodical manner. Every student in the Christian Service Program is required to fulfill one Ministry Skills Assignment each semester. The nature of your Ministry Skills Assignment will usually be determined by your academic standing (freshman, sophomore, junior, senior) AND your major field of study (counseling, education, missions, youth, pastoral, music, etc.). Consider the following table:

<u>Academic Standing</u>	<u>Nature of Ministry Skills Assignment (one per semester)</u>
Freshman	8 hours observing another minister using skills related to your field of study (Submit a typed report of observation.)
Sophomore	4 hours observing another minister using skills related to your field of study 4 hours practicing ministry skills related to your field of study (Submit a typed report of observation & practice.)
Junior	8 hours practicing ministry skills related to your field of study (Submit a typed report of practice.)
Senior	8 hours practicing ministry skills related to your field of study (Submit a typed report of practice.) Self-evaluation typed report of ministry skills you developed over the years at ABC.

If you are a music major, your Ministry Skills Assignment must deal with skills related to music ministry (singing, playing instruments, leading worship, etc...) If you are a pastoral major, your Ministry Skills Assignment must deal with skills related to pastoral ministries (preparing sermons, preaching, counseling, administrating, teaching, etc...) The same pattern is followed for those in other majors. Students in the general studies program have the liberty to choose ANY area of ministry skills. More explanation about the Ministry Skills Assignment is offered later in this Manual.

YOUR PARTIAL EXEMPTION

We all know that every believer has been commanded to faithfully serve the Lord. Theologically speaking, NO ONE is really exempt from serving as a Christian. When the Christian Service Director grants a "partial exemption" he is not implying that a student does not serve the Lord in some way. Instead, the student is not required to turn in SOME of the report forms. Partial exemptions are usually reserved for students serving as a staff member in a church or doing the same amount of ministry as a staff member. However, other students with exceptionally heavy ministry loads may also qualify for partial exemptions. The academic standing, life experiences, tenure in ministry, and other related issues affect the amount of partial exemption granted. Students must apply for an exemption BEFORE the deadline, which usually follows the second full week of classes in the first month of each semester. **Because ministry loads change from semester to semester, students must reapply for a new partial exemption each semester. Students failing to meet the minimal requirements of a partial exemption will not receive any exemptions the following semester.**

YOUR EXTRACURRICULAR ACTIVITIES (ATHLETICS, ENSEMBLE, SGA)

If you are interested in participating in our athletics, singing in the ensemble, or serving as a member of the *SGA, there is something you should know about your Christian Service requirements. Because you are representing the Lord and promoting our college, more is expected of you as a volunteer in one of our extracurricular activities. Below is the widely published policy regarding our expectations of extracurricular students.

*For a student to remain actively involved in any extracurricular activity (ensemble, sports, *SGA, etc...) a grade of "C" in the current Christian Service Program must be earned and maintained. In the event a student earns a grade lower than a "C" in Christian Service, that student will not be allowed to participate in any extracurricular activity the following semester.*

Translation: Even though a student can make a low grade of a "D" in Christian Service and still pass, the lowest grade an extracurricular student can make and stay actively involved in their activity is a grade of "C."

Isn't there grace for a student who doesn't make at least a "C"? As a matter of fact...YES. That grace is called the **Christian Service Probation Assignment**. The following policy is also widely published and well-supported by our faculty, administration, and leaders in extracurricular activities:

A student who desires to remain actively involved in an extracurricular activity but makes a grade lower than a "C" in Christian Service has the option of applying for a Christian Service Probation Assignment. The Christian Service Probation Assignment is purely an act of grace on the part of the Christian Service Department. It is designed to identify and encourage struggling students who honestly want to excel in Christian Service while remaining involved in extracurricular activities. The Christian Service Director has the right to refuse any student's application for a probation assignment. The Christian Service Probation Assignment must be

- 1. Similar or equal to a Ministry Skills Assignment not yet fulfilled by the student.*
- 2. Related to the skills involved in the student's major field of study and life experience.*
- 3. Demanding enough to require the student to invest the hours and exercise the personal discipline necessary to earn a grade of "C."*
- 4. Assigned and approved by the Christian Service Director only.*
- 5. Completed in a satisfactory manner and returned to the Christian Service Director within one week of the date the assignment was issued. NO LATE assignments will be accepted.*
- 6. The initiative of the student. It is not the responsibility of the Christian Service Director or any faculty member to seek out a student and solicit this probation assignment. It is solely the responsibility of the student to apply for this probation assignment.*
- 7. Reserved ONLY for those involved in extracurricular activities who fail to make a grade of "C" in Christian Service, regardless of their plans to graduate from ABC or not.*
- 8. Limited to a term of one probation assignment per twelve months. A student may not apply for two consecutive Christian Service Probation Assignments. There must be one full semester separating two probation assignments.*

***Special Requirements for Candidates of SGA Offices**

As a candidate for an elected office in an extracurricular activity you are required to have passed every semester (or made up failing semesters) in Christian Service as well as maintain a grade of "C" or higher during the current semester. See the Christian Service Director about any makeup work or probation assignment BEFORE applying as a candidate for an SGA office.

Christian Service: Its Report Forms (Specific Instructions for a Guaranteed “A”)

This section of your Christian Service Manual will help you understand how to complete the required report forms correctly. Improper reporting and turning in reports late are major causes for failing grades in Christian Service, so please read the following pages carefully, paying close attention to the examples given.

All required forms for reporting in Christian Service are available online. The following forms constitute one full semester for campus students, and one unit of Christian Service for online-only and Distance Education students.

- One (1) Local Church Membership Report form
- One (1) Ministry Skills Assignment Approval & Supervision Report form (with instructions)
- Three (3) Bible Reading Report forms
- Three (3) Local Church Attendance & Ministry Report forms
- One (1) Self Evaluation Report form
- One (1) Pastoral Evaluation Report form

The section immediately following this page will explain the due dates and show how to complete each report form correctly. **The report forms in this Manual are for instructional purposes only and should NOT be removed from this Manual.** Forms dealing with your family and employment are located in the Appendix section of this Manual. These forms are simply for your personal use only and should not be turned in for a grade.

How do we know if you were truthful in your reports?

We don't know, but God does. Every semester we have a few students who wait until the night before the report forms are due to fill out their Bible Reading Report. Some lie on this report and/or other reports. Some hide their lies; some brag about their lies. These students have bigger spiritual problems than our Christian Service Program can solve. We leave these students up to the Lord. If they lie on these reports, they will lie to their spouse, to their future church...even to God. Students caught lying on their Christian Service reports will be awarded a failing grade for that semester and will not be allowed to graduate from ABC or transfer credits from ABC until that failing grade is made up. (See the section entitled *Graduation Requirements*.)

That a few students cheat and lie on their Christian Service reports is no reflection on this college or the integrity of the Christian Service Program. The majority of our students know the purpose of this Program, and they also understand the value of personal integrity and honesty. They have benefited greatly from their honesty and faithfulness in our Program. You make the decision to honor God with truthfulness in your reporting. He will surely honor you.

**Let the words of my mouth, and the meditation of my heart,
be acceptable in thy sight, O LORD,
my strength and my redeemer.**

Psalm 19:14

Dates to Remember

1. Campus Students: Registered for four or more hours of study and attending at least one class on campus, you are required to complete and submit a full semester (unit) of Christian Service reports each semester.
2. Distance Education Students: You attend no classes on campus. These reports constitute one unit that is to be submitted following the completion of ten hours of study. ***It is your responsibility to contact the Director of Distance Education for a record of your completed hours of study.***
3. Online-Only Students: You attend no classes on campus. These reports constitute one unit that is to be submitted following the completion of each semester of full-time enrollment OR after completing twelve hours of study. ***It is your responsibility to contact the Registrar for a record of your completed hours of study.***

Application for Partial Exemption (Must apply each semester.)

Due Friday of the second full week in the semester for all students: campus, DE, online-only.

Cluster Meetings (3 per semester)

Usually the first of second Monday of each full month in the semester for all students attending classes on campus. Distance Education and online-only students are exempt from these meetings.

Church Membership Report (3 per semester/unit)

Due the seventh Friday after the semester begins for campus students, and after the study begins for Distance Education and online-only students.

Bible Reading Report (3 per semester/unit)

Due the first Friday of the month following each full month being reported

Church Attendance & Ministry Report (3 per semester/unit)

Due the first Friday of the month following each full month being reported

Self Evaluation Report (1 per semester)

Due the last Friday before the week of final exams for campus students, and near the end of study for Distance Education and online-only students

Pastoral Evaluation Report (1 per semester)

Due the last Friday before the week of final exams for campus students, and near the end of study for Distance Education and online-only students

Ministry Skills Assignment Approval & Supervision Report Form (1 per semester)

Ministry Skills Assignment Typed Report (1 per semester; stapled to approval/supervision form)

You may have this assignment approved and completed anytime during the semester.

For campus students, no reports or forms are required for the first and last months of the semester since those are partial months. The forms you will receive in your packet at registration will be sufficient for the three full months in that semester. In other words, during the fall semester only the months of September, October, and November will be reported. During the spring semester, only the months of February, March, and April will be reported. Distance Education and online-only students must report their ministry and service following the required hours of completed study.

Local Church Membership Report

We encourage you to become a faithful, active member of a church during your course of study at ABC. Tell us about your church membership on this report form.

Student's Name

Be sure to write your name legibly that records may be clearly and accurately maintained.

Student's ID (Chapel) Number

Every student receives a new student identification number at each registration. We often refer to that identification number as a "Chapel Number" since many of our students are required to give this number each time they arrive for chapel services. Some students (Distance Education, online-only, etc.) are exempt from chapel services; nevertheless, they are required to have a chapel/ID number on this report.

Date of Report

Again, to keep our records accurate please write the correct date you submitted this report form.

Name of the church you are CURRENTLY ATTENDING:

Write the name of the church you are presently attending, though you may not have joined that church at the time you submit the report. Many of our campus students are new to the metroplex and will visit a church several times before joining.

Name of the PASTOR of the church you are CURRENTLY ATTENDING:

Obviously, we want you to legibly write the name of the Pastor in this section. Some churches may be searching for a pastor, or they may have an interim pastor at the time of this report. Simply note "searching for a pastor" or "interim" in this section.

Give the LOCATION of the church you are CURRENTLY ATTENDING:

Provide the physical address of this church. No Post Office boxes, please.

Are you a CURRENT MEMBER of the church listed above?

Simply check YES if you are a member or NO if you are not a member of the church you are currently attending.

Answer the following ONLY if you answered "NO" to question #4 above.

Write the name of the church where you are a CURRENT MEMBER:

Please write legibly here.

Write the name of the PASTOR of the church where you are a CURRENT MEMBER:

This helps us distinguish churches with the same name.

Give the LOCATION of the church you are currently attending:

Again, please provide us with a physical address of this church.

Special Note Regarding Due Date

Please contact the Christian Service Director if you have difficulty in finding a suitable church home during your time at ABC. He'll be glad to pray with you and apply grace where needed.

LOCAL CHURCH MEMBERSHIP REPORT

Name _____ Student ID (Chapel) Number _____

Date of Report (month/day/year) _____

1. Write the name of the church you are CURRENTLY ATTENDING:

2. Write the name of the PASTOR of the church you are CURRENTLY ATTENDING:

3. Give the LOCATION of the church you are CURRENTLY ATTENDING:

4. Are you a CURRENT MEMBER of the church listed above? (Check one.)

Answer the following ONLY if you answered “NO” above to question #4 above.

1. Write the name of the church where you are a CURRENT MEMBER:

2. Write the name of the PASTOR of the church where you are a CURRENT MEMBER:

3. Give the LOCATION of the church where you are a CURRENT MEMBER:

Special Note:

This report is due the seventh Friday after the beginning of the semester. Please see the Christian Service Director if you are unable to meet this deadline and need more time to find a new church home.

Bible Reading Report

Students at ABC must complete a monthly report showing his/her time each day in Bible reading and meditation. To better understand how to complete this report, please refer to the example on the next page as you carefully read the following instructions.

Name, Student ID (Chapel) Number

This should be self-explanatory, but we often receive reports lacking a name or Student ID (Chapel) Number. Be sure to avoid overlooking the obvious.

Month Being Reported, Year

You are to write the name of the month BEING REPORTED, not the name of the month you submitted the report for credit. Again, remember the correct year (which is easy to do early in the new year).

Scripture Reading

You should read something in God's Word daily. Even if you read a devotional guide such as *The Daily Bread*, you must record the appropriate Scripture here. Many students enjoy reading a book of the Bible or a long passage over a period of a month. **Avoid drawing a line down one column to indicate your continuation in a book or extended passage.** Learn to discipline yourself to write in EVERY blank that corresponds to a day of the month, even if you are reading through a book of the Bible, one chapter a day. **In the event you fail to read the Bible for a day, simply write the phrase, "No reading today."**

Thoughts, Insights, Comments

This small section is for GENERAL OBSERVATIONS AND SUMMARIES of your reading and thoughts. We do not expect personal and private thoughts in this section. Simply summarize enough to let us know you read the passage and gave it some thought.

Optional Reporting

On the lower portion of this report is a section for you to record any special life-changing lessons or principles you've learned from your Bible reading this month. Though using this section of the report is optional, you may find it quite beneficial. Anticipate learning new truths from the Scriptures. You may soon find this space is too small to write all the great truths you discover.

Note: Please avoid utilizing this space as an opportunity to share your opinions or to practice what we call "soapbox preaching." Reserve this for lessons and principles related to what you have read in the Word that month.

BIBLE READING REPORT

EXAMPLE ONLY!

Name _____ Student ID (Chapel) Number _____

Month Being Reported _____ Year _____

Instructions

Record your daily Bible reading and give a brief, general summary of any insights or thoughts you had during your reading. **PLEASE, keep private matters to yourself** and avoid getting too personal in your comments. Leave no blanks on calendar days.

Day	Scripture Passage Read	Thoughts, Insights, Comments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Optional Reporting:

In the space below write any life-changing lessons or principles you'd like to share from your spending time in God's Word.

Local Church and Ministry Report

We encourage every student to become a faithful, active member of a local church. This report helps us keep in touch with your attendance and activity in your church. Please refer to the example on the next page as you carefully read these instructions for completing your attendance and ministry report.

Name, Student ID (Chapel) Number

Be sure to provide this important information. Overlooking it will certainly affect your overall Christian Service grade.

Month Being Reported, Year

Remember to write the name of the month BEING REPORTED, not the name of the month you turned in this report. Please write the correct year.

Name of Church Served

This may be the church where you are a member, or another church where you served as an extension of your church ministry.

Church Attendance Record

Leave NO blank spaces representing calendar days in this section, please. For every service you attend, place a check mark in the corresponding space. In the event you miss a service, you should explain your absence by recording the representative letter(s) in the appropriate space.

Write This

“W”

“S”

“SF”

“F”

“U”

“NA”

If You Missed for This Reason

Work

Sickness

School Functions (Ensemble, Athletics, Conferences, etc.)

Family Matters

Unexcused (No legitimate reason)

Not Applicable (No services or meetings at the church)

Church Involvement and Personal Ministry Record

Place a check mark in the appropriate spaces to indicate your level of involvement and ministry that month. Unlike the table above, blanks are allowed here. A blank means you did not participate in that type of ministry or activity.

“Other Ministries” might include ministries such as AWANA, VBS, nursing home ministries, missions, youth ministries, children’s ministries, homeless ministries, or any other form of ministry in and through the local church. There is no need to describe what type of “Other Ministry” you performed. A simple check mark in the appropriate space will suffice.

LOCAL CHURCH ATTENDANCE AND MINISTRY REPORT

Name _____ Student ID (Chapel) No. _____

Month Being Reported _____ Year _____

Name of Church Served _____

EXAMPLE ONLY!

Church Attendance Record

Leave NO BLANK SPACES, please. Place a check mark in the appropriate spaces to record your attendance. Explain your absences by recording the corresponding letter(s) in the appropriate spaces by writing:

“W” if you missed due to WORK.

“S” if you missed due to SICKNESS.

“SF” if you missed due to SCHOOL FUNCTION (Athletics, Ensemble, Conference, etc.)

“F” if you missed due to FAMILY MATTERS.

“U” if your absence was UNEXCUSED.

“NA” for services or meetings which DO NOT APPLY to your church.

Service or Meeting	Week 1	Week 2	Week 3	Week 4	Week 5
Sunday School (Educational Hour)					
Sunday Morning Worship					
Sunday Evening Worship					
Midweek (Home Studies included)					
Other (Conferences, Revivals, etc.)					

Church Involvement & Personal Ministry Record

Place a check mark in the appropriate spaces to indicate your level of church involvement and personal ministry.

Involvement or Ministry	Week 1	Week 2	Week 3	Week 4	Week 5
Music or Worship: Leading, Singing, Playing Instrument					
Preaching, Teaching, or Discipling					
Outreach, Visitation, Meeting Needs					
Personal Evangelism or Sharing Christ					
Other Ministries (No Explanation Needed)					

Self Evaluation Report and Pastoral Evaluation Report

If you attend at least one class on campus, your Self Evaluation Report and your Pastoral Evaluation Report are due the last Friday before the week of finals. Distance Education and online-only students should complete these reports after completing their required hours of study. Because the purpose of these reports is to evaluate your progress throughout the semester, please do not submit this report earlier than two weeks before the due date. Only one Self Evaluation Report and one Pastoral Evaluation Report are required per semester/unit. Refer to the examples on the next two pages as you carefully read the following instructions.

Self Evaluation Report

This report encourages you to be honest with yourself in regard to your personal, spiritual growth and development during your current study. Everyone has strengths and weaknesses. These personal, periodic reports will help you see how God is working in your life to transform you into the image of His Son.

When evaluating yourself use the following evaluation key:

Excellent = No Room for Improvement
Very Good = Exceptional, Above Average
Average = Needs Minor Improvement
Poor = Needs Much Improvement

Pastoral Evaluation Report

This is similar to the Self Evaluation Report since it is also an evaluation of your progress for the current study period. However, it serves as an evaluation from a different perspective. It is your responsibility to meet with your pastor or another overseer (Sunday School teacher, Associate Pastor... anyone who is in the leadership and can fairly evaluate you). Having understood the instructions, the pastor or overseer should complete this evaluation in your presence and provide you with honest, helpful feedback about your progress. It is also your responsibility to submit this form to the Christian Service Department by the due date.

Suggestion: Do not wait until the final week of the semester to have this evaluation completed. Schedule a meeting with your pastor or overseer a couple of weeks before the end of the semester to allow time for completion and submission by the due date. This will also alleviate any undue pressure from the pastor or overseer who must evaluate multiple students.

**Examine me, O LORD, and prove me;
try my reins and my heart.**

Psalm 26:2

SELF EVALUATION REPORT

EXAMPLE ONLY!

Student's Name _____ Student ID (Chapel) No. _____

Date of Evaluation (Month/Day/Year) _____

Instructions for the Student

You are evaluating your spiritual progress during your recent course of study. This is NOT a measurement of your spirituality. Please be honest and check only one rating per category using the evaluation key at the bottom of this page.

Bible Reading & Personal Devotions

How well did I grow in prayer, meditation, Bible reading and quiet times?

Excellent _____ Very Good _____ Average _____ Poor _____

Family and Home (when applicable)

How often did I attempt or succeed in spending quality time with my family?

Excellent _____ Very Good _____ Average _____ Poor _____

Employment (if applicable)

How well did I represent Jesus on the job? How were my work ethics?

Excellent _____ Very Good _____ Average _____ Poor _____

Local Church Attendance and Involvement

How was my overall attendance, involvement and contribution in the ministries of my church?

Excellent _____ Very Good _____ Average _____ Poor _____

Personal Application in School

How well did I apply myself in studies, homework, attendance, etc?

Excellent _____ Very Good _____ Average _____ Poor _____

Ministry Skills Development

How much did I develop and use my skills to minister to others?

Excellent _____ Very Good _____ Average _____ Poor _____

Evaluation Key

Excellent = No Room for Improvement

Very Good = Exceptional, Above Average

Average = Needs Minor Improvement

Poor = Needs Much Improvement

PASTORAL EVALUATION REPORT

EXAMPLE ONLY!

Student's Name _____ Student ID (Chapel) No. _____

Date of Evaluation (Month/Day/Year) _____

Evaluator's Signature _____

Evaluator's Ministry Position _____

Instructions for the Evaluator

Thank you for taking the time to evaluate the Christian service of this student. We have found it most profitable for the pastor or another qualified overseer (Associate, SS Teacher, etc.) to complete this evaluation. Though it may be time-consuming or uncomfortable, we highly recommend this evaluation be done in the presence of the student. Using the evaluation key at the bottom of this page, please evaluate this student by placing a check mark beside the appropriate rating for each category. Once this form is completed please give it to the student. It is the responsibility of the student, not the evaluator, to submit this form by the scheduled due date.

Passion for the Lord and His Work

Excellent _____ Very Good _____ Average _____ Poor _____

Church Attendance and Involvement

Excellent _____ Very Good _____ Average _____ Poor _____

Giving of Tithes & Offerings (OPTIONAL, completed at the discretion of the Evaluator.)

Excellent _____ Very Good _____ Average _____ Poor _____

Use of Personal Ministry Skills

Excellent _____ Very Good _____ Average _____ Poor _____

Overall Service and Helpfulness in the Church

Excellent _____ Very Good _____ Average _____ Poor _____

Evaluation Key

Excellent = No Room for Improvement

Very Good = Exceptional, Above Average

Average = Needs Minor Improvement

Poor = Needs Much Improvement

Ministry Skills Assignment

While the Ministry Skills Assignment is due the last Friday before the week of finals, it may be submitted ANYTIME during the semester. Only one Ministry Skills Assignment is required of every student each semester. There are two parts of this assignment: the Approval and Supervision Report form; the typed report. **Both parts of the assignment should be stapled together before submitting.**

Part One: The Ministry Skills Assignment Approval & Supervision Report Form

As you carefully read the following instructions refer to the example form supplied that follows.

Student's Name; Student ID (Chapel) Number

Be sure to include this important information to avoid losing credit for the ministry you have performed.

Date Completed Report Submitted

This is NOT the date your assignment is approved or completed. Rather, this is the date you actually **submit** this form and your typed report to the Christian Service Department.

Academic Standing; Major Field of Study

The nature of your Ministry Skills Assignment is determined by your academic standing and your major field of study. Check with the Registrar if you are unsure of your present academic standing or your major field of study.

Nature of Ministry Skills Assignment

Notice the different requirements for the various academic standings. The type of ministry skills you will observe and/or practice is determined by your field of study. It is mandatory that you focus on **SKILLS, NOT CHARACTER TRAITS**. Skills are outward, visible abilities. Though character traits are often visible, their source is more inward and personal in nature. Consider the following lists to understand the difference between a skill and a character trait.

Examples of Skills: Good administrator, organized, speaking, illustrations, listening, singing, playing an instrument, leading someone to Christ, writing lessons, delivering sermons or lessons, drama, teaching children, planning, scheduling, holding meetings, conflict resolution, study habits, talking with strangers, etc.

Examples of Character Traits: Patience, kindness, loving, inspirational, compassionate, insightful, generous, motivational, Christ-like, wise, innovative, sweet, gentle, giving, understanding, merciful, strong, helpful, thoughtful, etc.

***NO CREDIT WILL BE AWARDED WITHOUT A FOCUS ON SKILLS.

Brief Description of Ministry Skills Assignment

Summarize what you intend to do for your Ministry Skills Assignment and/or the name and position of the minister or person you will observe. Include the place where the assignment will be fulfilled. Your typed report will be a more detailed presentation of this brief description.

Approved by; Date Assignment was Approved

Only ABC department heads and teachers directly involved in the education of our students may approve a Ministry Skills Assignment. Church members, non-teaching employees of the college, and other people are not allowed to approve a Ministry Skills Assignment. You MUST have your assignment approved BEFORE beginning the work. Be sure the person authorizing your assignment writes the correct date of the authorization. Distance Education and online only students should contact the Christian Service Director for approval.

***NO CREDIT WILL BE AWARDED WITHOUT THE SIGNATURE OF AN APPROVER.

Supervised or Witnessed by; Date Assignment was Completed

All Ministry Skills Assignments must be fulfilled in and through the local church or an approved parachurch ministry sponsored by a local church. Qualified ministers in the local church or other individuals with ministry-related skills may be the supervisor of a Ministry Skills Assignment. The signature of your supervisor is proof that you have completed your work as approved in a satisfactory manner. The supervisor must be someone who has actually witnessed your completion of the assignment. You MUST have your assignment signed AFTER it is completed, not before. Be sure the supervisor writes the correct date of his/her signature.

***NO CREDIT WILL BE AWARDED WITHOUT THE SIGNATURE OF A SUPERVISOR.

Part Two: The Ministry Skills Assignment Typed Report

No Ministry Skills Assignment is complete without the properly typed report attached to the Ministry Skills Approval and Supervision Report form. Your typed report should follow one of the outlines below, depending upon your academic standing.

Freshman (1-2 pages on an 8-hour Observation)

- I. Description of the Person or People You Observed
- II. Location of Your Observations
- I Description of Ministry Skills You Observed Being Practiced
- IV. Lessons You Learned While Observing (positive and negative)

Sophomore (2 pages: 1 page on 4-hour Observation; 1 page on 4-hour Practice)

- I. Description of Person or People You Observed
- II. Location of Your Observations
- III. Description of Ministry Skills You Observed Being Practiced
- I Lessons You Learned While Observing (positive and negative)
- V. Description of Ministry Skills You Practiced
- VI. Lessons You Learned While Practicing Those Skills

Junior (2 pages on an 8-hour Practice)

- I. Description of Ministry Skills You Practiced
- II. Location of Ministry Skills You Practiced
- III. Results of Ministry Skills You Practiced (positive and negative)
- IV. Lessons You Learned While Practicing Those Skills
- V. Self Evaluation of Skills Developed While at ABC

Senior (2-3 pages: 1-2 pages on 8-hour Practice; 1 page Self Evaluation of Skills Developed)

- I. Description of Ministry Skills You Practiced
- II. Location of Ministry Skills You Practiced
- III. Results of Ministry Skills You Practiced (positive and negative)
- IV. Lessons You Learned While Practicing Those Skills
- V. Self Evaluation of Skills Developed While at ABC

MINISTRY SKILLS ASSIGNMENT APPROVAL & SUPERVISION FORM

Student's Name _____ Student ID (Chapel) No. _____

Date Completed Report Submitted (Month/Day/Year) _____

CAMPUS STUDENTS: Your assignment may be approved by ANY ABC FACULTY MEMBER. Attach the signed form to your typed Ministry Skills Report and submit both by the due date.

DISTANCE EDUCATION & ONLINE-ONLY STUDENTS: Contact the Christian Service Director for approval of your assignment. Attach the signed form to your typed Ministry Skills Report and submit both by the due date.

ALL STUDENTS: You must be given approval FIRST before beginning this assignment. No credit will be awarded without proper approval.



Academic Standing (Check only one, please.):

Freshman _____ *Sophomore* _____ *Junior* _____ *Senior* _____

Major Field of Study (Write below: general, pastoral, education, missions, music, counseling, youth, etc.):

Nature of Ministry Skills Assignment (Check only one, please.):

_____ 8 Hours Observation of Ministry Skills + Typed Report
(Freshman or Life Experience Equivalent)

_____ 4 Hours Observation of Ministry Skills + 4 Hours Practicing Ministry Skills + Typed Report
(Sophomore or Life Experience Equivalent)

_____ 8 Hours Practicing of Ministry Skills + Typed Report
(Junior or Life Experience Equivalent)

_____ 8 Hours Practicing of Ministry Skills + Evaluation of Personal Skills Developed + Typed Report (Senior or Life Experience Equivalent)

Brief Description of Ministry Skills Assignment

What skills will be observed and/or practiced? Who? When? Where?

ALL STUDENTS: Obtain the two required signatures and dates in the **FOLLOWING ORDER:**

1. Approved by _____
(May be approved by ABC Faculty or Christian Service Director only.)

2. Date Assignment was Approved _____

3. Supervised or Witnessed by _____

4. Date Assignment was Completed _____

Christian Service: Its Grading System

While your grade in Christian Service is no reflection of your academic achievements or grade point average (GPA), it IS a reflection of your ability to follow simple instructions, keep records, and submit those records to the Christian Service Department in a timely manner. Some students have argued, “You don’t have the right to grade my service to the Lord. I serve Him out of love and obedience, not to get a grade!”

This is a common misconception about the Christian Service Program and its system of grading. First of all, **WE ARE IN NO WAY GRADING YOUR SERVICE FOR THE LORD.** We know better than to put ourselves in such a prideful position. Only Jesus Christ is worthy of “grading” our service for Him. The truth is, our Christian Service ensures all our students are busy serving the Lord in some capacity. Your grade in Christian service actually comes more from your ability to complete the proper report forms and from your ability to submit those reports on time. If you are serving the Lord (We’d like to believe all our students are serving Him!), simply follow the guidelines in this Manual and you’ll do fine.

Secondly, we applaud the motivation of serving the Lord out of love and obedience. Students with this attitude want to give God the glory for their service. We could not agree more! The first part of our Mission Statement says, “Focusing on the glory of God as its highest end...” We believe our grading system glorifies the Lord rather than the student. It is easy to understand, consistent, and fair. We further believe students who follow the guidelines will graduate from ABC with a higher level of ministry skills, better equipped to serve others. We can’t think of any better means to give God the glory, can you?

Our method used to calculate your grade in Christian Service is quite simple. Your chapel attendance, regardless of exemption status, and every report from has been assigned a certain number of “points.” For instance,

Chapel Attendance (DE & online are exempt)	15 points
Bible Reading Report	15 points (3 forms @ 5 points each)
Church Attendance & Ministry Report	15points (3 forms @ 5 points each)
Self Evaluation Report	10 points
Pastoral Evaluation Report	10 points
Ministry Skills Assignment Approval & Supervision Report	10 points
Ministry Skills Assignment Typed Report	20 points
Local Church Membership Report	5 points

Missing a chapel service, cluster meeting, or Timothy Day session results in your loss of one point from the total points assigned to chapel attendance. Every form turned in late may result in the loss of one point per day late. Points will also be deducted from incomplete forms or forms filled out incorrectly. At the end of the semester we tally your points from the reports you submitted to determine your letter grade.

A = 90-100 points
B = 80-89 points
C = 70-79 points
D = 60-69 points
F = Below 60 points

The following page is an actual copy of the form used by the Christian Service Department to track and calculate the Christian Service grade of every student. Notice how the value of each report and discipline in reporting plays a major role in your overall grade.

Graduation Requirements

As previously explained, your grade in Christian Service does not affect your academic grade. However, it does affect your transcript and your graduation status. Each semester you earn a grade in Christian Service that is recorded on your permanent transcript with your academic grades. Every graduating student needs to have passed every semester of Christian Service (a minimum of 60 points for a low “D”). In the event you have a failing grade in Christian Service, the Arlington Baptist College retains your diploma until that failing grade is upgraded through make-up work. Your transcript will have an “F” and will be incomplete. So, technically, you cannot graduate from ABC without passing every semester of Christian Service.

Make-up Assignments

Simply make an appointment to see the Christian Service Director. He will obtain your file, discuss your grade with you, and determine a make-up assignment that will allow you to earn the number of points needed to pass. All make-up assignments will be similar to a Ministry Skills Assignment and focus on building personal ministry skills.

Grade Changes

Once the make-up assignment is completed in a satisfactory manner, your grade will be changed from an “F” to a “P” (for passing). The Christian Service Department does not offer make-up work to improve a grade greater than “F.” In other words, you cannot improve a “C” to a “B” by completing a make-up assignment. Your grade of “C” in Christian Service will have to remain on your permanent transcript. Hopefully, this policy will increase your motivation to make a good grade the first time.

Distance Education and Online-only Student Requirements

The student enrolled in Distance Education is required to participate in one supervised unit (a typical semester for campus students) of Christian Service following every ten hours of credit earned at Arlington Baptist College. For instance, when a Distance Education student completes ten hours of study, that student must complete one unit of Christian Service. After completing another ten hours of study, that same student must complete another unit of Christian Service, and so on. It is the responsibility of the Distance Education student to contact the Director of Distance Education for a record of completed hours of study.

Online-only students are required to complete one unit of Christian Service following the completion of twelve hours of course study. After completing another twelve hours of study, the online-only student must complete another unit of Christian Service, and so on. It is the responsibility of the online-only student to contact the Registrar for a record of completed hours of study.

No degree will be issued to a student who has not completed at least three Christian Service Units (semesters) or the equivalent. Students may also elect to participate at other times on a volunteer basis and are encouraged to do so. There is a **one-time materials fee of \$10.00** for students taking Christian Service for the first time.

All procedures outlined in this Manual should be followed by the Distance Education and online-only student. It is absolutely the student’s responsibility to see the necessary Christian Service materials are received, and all the requirements are met. Failure to do so may result in a hold being placed on your transcript and/or graduation until all requirements have been satisfied.

The Aquila and Priscilla Award

Perhaps two of the greatest unsung heroes of the faith are Aquila and Priscilla. We preach and teach so much about the missionary-apostle Paul and his great ministries, but seldom do we recognize the impact these two individuals had on Paul's ministry and on the ministry of countless others. Aquila and Priscilla were Paul's traveling companions and assistants in the ministry. They helped him spread the Gospel during his second and third missionary journeys, and they were responsible for the personal discipleship of the great Apollos. Often Aquila and Priscilla would hold church services in their own home (Acts 18:2, 18, 26; Romans 16:3; I Corinthians 16:19).

Like Paul, we see the need for recognizing outstanding servants who model Christ in similar ways. Occasionally, one man and one woman will receive the coveted *Aquila and Priscilla Award* at the annual Awards Chapel in the spring. A beautiful plaque with the following inscription will be presented to both recipients:

*For outstanding performance in the
Christian Service Program of Arlington Baptist College
and faith service in your local church
as you modeled Christ-likeness
and used your gifts and skills for His glory.*

At times we may attach a scholarship to this award. All financial gifts that accompany this award will be applied to the student's school bill. Local pastors will nominate students based on the following requirements.

1. Enrolled at ABC for both the fall and spring semesters preceding the Awards Chapel.
2. Faithful attendance and service in their church for the same semesters above.
3. Personal initiative taken to begin or improve an existing ministry in the church.
4. General attitude of humility and service toward leaders and others in the church.
5. Exemplary lifestyle of Christian holiness and Christ-likeness.
6. Overall impact in the church for the cause of Christ.
7. Personal potential and promise of becoming a future leader in a church.

All nominees will be carefully scrutinized by the Christian Service Department, the Academic Dean, and the faculty of Arlington Baptist College.

**Henceforth there is laid up for me a crown of righteousness,
which the Lord, the righteous judge,
shall give me at that day:
and not to me only,
but unto all them also that love his appearing.**

2 Timothy 4:8

Appendices

Top Ten Frequently Asked Questions

My Family Activity Schedule Forms

My Employment Ministry Record Forms

Suggested Bible Study Tools

Top Ten Frequently Asked Questions

- 1. Where can I find replacement forms for my reports?**
You may download these from our college website.
- 2. What if I'm an off-campus student, and I'm not here on the day my reports are due?**
You may turn your forms in the day before the due date, email them, or fax your forms to the attention of the Christian Service Director (817-274-1138).
- 3. Everyone knows I'm in the ministry full-time. Do I still need to apply for a partial exemption every semester?**
Absolutely. No application, no partial exemption.
- 4. What if I completed my Ministry Skills Assignment but forgot to get it approved?**
Without an approval form from an ABC faculty BEFORE the assignment was begun, you will not receive any credit for your work.
- 5. Why do I need to fill out comments on my Bible Reading Report? That's personal!**
Yes, your Bible reading should be personal, but what is required is a brief summary or topic title of what you read. This is only one way we can track your time in Bible reading.
- 6. My Pastor is very busy. Who can evaluate me for my Pastoral Evaluation?**
Anyone in authority over you who knows you well can give you an honest evaluation. This could be your Sunday School teacher, Associate Pastor, Music Director, etc.
- 7. What if I fail a semester in Christian Service? Someone said I couldn't graduate from ABC if I failed in Christian Service.**
If you fail a semester in Christian Service you will need to make it up before being allowed to graduate. See the Christian Service Director for make-up assignments.
- 8. What if I'm in the Ensemble, Athletics or the SGA? Is anything expected of me?**
Yes! You must make at least a grade of "C" in Christian Service if you want to continue in any extracurricular activities. You must apply for and complete a special Probation assignment from the Christian Service Director if you've made a lower grade. See him for specific details.
- 9. What if I don't plan on graduation from ABC? Do I still need to pass every semester of Christian Service?**
Absolutely. We will hold your transcript until you fulfill your Christian Service requirements. This means another college may let you attend classes, but you will not be able to graduate from that college until your obligations at this college are satisfied.
- 10. Is there such a thing as a "full exemption" from Christian Service?**
The fullest exemption we allow for our students still requires a Bible Reading Report each month and a Self Evaluation Report at the end of the semester. Even full-time pastors who are students must complete and turn in these two reports.

Suggested Bible Study Tools

Study Bibles

The Open Bible
The Believer's Bible
The Ryrie Study Bible
The New Scofield Reference Bible

Concordances

Cruden's Unabridged Concordance
Strong's Exhaustive Concordance of the Bible
Young's Analytical Concordance of the Bible

Bible Study Software

Logos Library System
Bible Works Hermeneutika
Parson's Bible Software

Bible Study Websites

www.bible.org
www.crosswalk.com
www.higherpraise.com

Other Bible Helps

Nave's Topical Bible
Unger's Bible Dictionary
Zondervan's Pictorial Dictionary of the Bible
Eerdman's Handbook to the Bible
Halley's Bible Handbook
Baker's Bible Atlas
Macmillan Bible Atlas
Theological Wordbook of the Old Testament
Vine's Expository Dictionary of New Testament Words