

# Team Leader Manual

## Global Outreach

*"...Whoever wants to be a LEADER among you must be your SERVANT ... For even the Son of Man came not to be served but to serve others and to give his life as a ransom for many." Mark 10:43, 45*

2014

*Lead with **EXCELLENCE.***

*Serve with **JOY.***

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# At the Core

*Core Values: Love for God. Love for Others. Integrity in Conduct. Excellence in Effort*

## Student Life & Christian Ministries Division Core Outcomes

To achieve its purpose, the Student Life and Christian Ministries Division seeks to accomplish the following core outcomes in our graduates:

1. Cedarville graduates will understand the Gospel message of Jesus Christ, distinguish it from common misconceptions, and live out its implications for all of their lives.
2. Cedarville graduates will identify their spiritual giftedness and strengths and actively participate in the community and mission of their local church.
3. Cedarville graduates will recognize the Bible as the revelation of God about Himself, demonstrate knowledge of the biblical text, and apply it to all facets of life.
4. Cedarville graduates will desire to see the Gospel communicated to all peoples and participate by praying, giving, going, and mobilizing.
5. Cedarville graduates will know their strengths and weaknesses and will be servant-leaders by living consistent lives, demonstrating competence, and earning an audience that produces influence in the lives of others.
6. Cedarville graduates will develop disciplines that produce spiritual, emotional, physical, mental, and relational health.

*Service is not a duty or really even just a privilege.  
It is simply a part of our identity as followers of Christ.*

## Global Outreach Department Core Convictions

- **Gospel Focus. To Know Christ and Make Him Known.** The foremost priority for ministry teams is to introduce people to Jesus Christ and/or help them take the next step of growth in their relationship with Him (evangelism and discipleship).
- **Identify Current Local Volunteer Opportunities and Provide Easy Access.** The Global Outreach Office will maintain a comprehensive list of current volunteer ministry opportunities and create “easy on-ramps to service” for students interested in volunteering in the local community.
- **Partnership with Others.** The Global Outreach Office will work together with established local churches, community organizations, and missions to coordinate ministry teams and student involvement.
- **Intentionally-Focused Ministry.** Ministry teams exist to encourage growth spiritually, emotionally, physically, intellectually, and relationally not only in the lives of those being served, but also in the lives of those who participate in hands-on service (not merely raising awareness or fund-raising).
- **A Variety of Ministry Types.** Department resources will support ministry teams which give students the opportunity to engage in a variety of ministries, including the following areas: the local church; evangelism; the poor or homeless; the elderly, widow, orphan, sick, or prisoner; the physically or mentally disabled; ethnic, cultural, or socio-economic diversity; and those living in urban/inner-city locations.
- **CU-Led, Team-Based, Volunteer Ministry.** Department resources will primarily support CU-led ministry teams that serve faithfully at churches and organizations on a weekly basis throughout the school year, or on a mission trip.

- **Serious about Safety.** We will strive to provide a safe environment for those served by student ministry teams through the annual screening of all volunteers. See the Forms and Paperwork page 8.
- **Equipped for Effective Service.** Ministry teams will be adequately equipped to serve through the timely provision of transportation, orientation, supplies, training, and office staff support as needed.
- **Lead with Excellence. Serve with Joy.** Team leaders will strive for excellence in leadership. Ministry members will serve with joy and represent Jesus Christ and Cedarville University well.
- **Know Why You Serve.** We will communicate a biblical motivation for service which is driven by grace and joy (not merely “religious duty” or feelings of guilt or obligation), characterized by compassion, and inspired by love for God and love for others. See “A Balanced Approach to Ministry” (pg. 5), and Biblical Motivation for Ministry (pg. 13-14 ).

# A Philosophy of Global Outreach Ministry

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## Our Motivation: Why We Do What We Do

The motivation for ministry involvement is found in Jesus' words in Matthew 22:36-40 (the great commandment) and Matthew 28:18-20 (the great commission). The great commandment explains what believers should **BE** → people who love God and others. The great commission explains what believers should **DO** → make disciples. So, the overall motivation that drives the Global Outreach program is the desire to fulfill Christ's commission for believers to "go into all the world and preach the gospel to all creation" (Mark 16:15).

*Christ without Compassion = Isolation.  
Compassion without Christ = Incomplete.  
Tim Cochrell, 2002 CU graduate and former ministry leader*

## Ministry in an Educational Institution

***We believe that getting involved in a ministry is an important aspect of each student's Cedarville education and experience.*** Cedarville University is an educational institution which intentionally provides opportunities where students may volunteer with local churches and community organizations. Our goal is to give students an opportunity to go out into the world and gain ministry experience while they are absent from their home church. This experience will better enable students to apply what they learn in the classroom and in chapel, and ultimately be better equipped "...for works of service, so that the body of Christ may be built up..." (Ephesians 4:12). As a result, the Global Outreach program benefits the individual student, the church, the community, and the world.

## How to View the Church/Organization/Mission

Local churches, community organizations, and missions provide an outlet for ministry, and it is a privilege to be invited to serve alongside their staff and volunteers on a weekly or one-time basis. In view of this privilege, nothing should be done by any team that might potentially endanger future opportunities for continued ministry. When your team has "the same attitude that Christ Jesus had" (Philippians 2:5), their ministry will provide a means of encouragement, unity, and personal spiritual growth through the exercise of their individual gifts. You need to realize what is expected from you, and then do everything you can to fulfill your ministry role while you are there. Your team needs to be sensitive, willing to adapt, and flexible within each situation. Remember that you are serving in the program established by the church/organization. Forming a clear vision of your ministry's mission, purpose, and objectives, followed by asking God for specific opportunities to use your gifts and abilities to serve others will bring you face-to-face with an effective ministry and a relevant message.

*We are servants of Jesus Christ desiring to follow His example of selfless service to others.*

# A “Balanced” Approach to Ministry

When evaluating a ministry opportunity, it may seem natural to begin by first listing the specific needs which could be met through volunteer service. While it is true that **EVERYONE** has various needs (spiritual, emotional, physical, intellectual, and relational), each ministry team is encouraged to **FIRST** consider the assets which exist in their specific ministry context. The insightful book When Helping Hurts suggests that community assets may include land, buildings, social networks, finances, intelligence, staff, volunteers, creativity, etc. Once these community-based assets are discovered, it provides a healthy foundation for building positive relationships and engaging in volunteer opportunities in partnership with local staff and volunteers as they respond to the needs present in the church or community organization. Keep in mind that your ministry is defined and directed by the church/organization’s specific policies, procedures, and expectations. This approach to ministry will require your team members to be humble, teachable, committed to prayer, and sensitive to the leading of the Holy Spirit.

*Compassion sees the need, feels the need, and does something about the need. Bryan Loritts*

Leaders are expected to complete the Ministry Team Profile (next page). All leaders should use a meeting early in fall semester to discuss the content with their team. Inviting team members to join this conversation will provide valuable input. This is an opportunity for team leaders to define expectations and help team members focus on appropriate motivations for service. The Ministry Team Profile includes the following information:



*As your team seeks to love and serve others by carrying out the established ministry program, they will accomplish the ministry goals & objectives, and fulfill the overall team mission.*

## MINISTRY TEAM PROFILE

<b>Ministry Name/Location:</b>							
<b>Day(s) and time(s) you serve:</b>	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<b>MINISTRY ASSETS.</b> Describe the spiritual, emotional, physical, intellectual, and relational assets of the people this ministry seeks to serve. These assets provide a healthy starting-point and foundation for an effective ministry.							
<b>MINISTRY NEEDS.</b> Describe the spiritual, emotional, physical, intellectual, and relational needs of the people this ministry seeks to serve. The needs of the church/organization will define your ongoing ministry.							
<b>MISSION STATEMENT.</b> A one or two sentence summary of the ministry which includes the team's "reason for existence" (purpose). The mission should explain what you do, for whom, and why. You may want to express the rationale for why Cedarville should support students volunteering in this specific ministry. The mission could also include Scripture references or other points of emphasis that define, support, or motivate volunteers in the ministry. This statement might begin with the phrase, "The [team name] ministry exists to . . ."							
<b>GOALS &amp; OBJECTIVES.</b> Specific, measurable objectives, goals, or action steps that express the desired outcomes which will result from fulfilling the volunteer ministry roles at your ministry. What do you hope to see God do in and through your ministry team this year? <i>Leaders should also create a separate list of goals and objectives related specifically to their personal leadership of the ministry team.</i>							
<b>MINISTRY PROGRAM.</b> A detailed description of what the team actually does during a typical day at the ministry location. This includes roles, responsibilities, expectations, schedule of activities, times of departure & return, etc.							
<b>FOUNDATION OF NON-NEGOTIABLES.</b> A list of any host church/organization policies, rules, orientation, training, paperwork, expectations, or other requirements for their volunteers.							

# Expectations for Team Leaders

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## Personal Roles and Responsibilities

- Pursue a growing relationship with God, developing character, pursuing integrity, practicing spiritual disciplines, exhibiting the Fruit of the Spirit, loving God, loving others, etc.
  - *Make prayer a vital part of your personal leadership and your team's ministry.*
- Exhibit an enthusiastic commitment to make your ministry a very high institutional priority.
  - *Faithfully attend your ministry each week.*
- Make your academic endeavors your #1 institutional priority and maintain at least a 2.0 GPA.
  - *Must be a full-time student in good standing with the university.*
- Leaders are encouraged (not required) to assist with the Getting Started new student orientation program at the beginning of Fall Semester.
  - *This is a great opportunity to grow as a leader and meet potential new team members.*
- All leaders are expected to attend at least one seminar in the CU Lead program (on Student Life web pages) and any required training sessions.

*Spiritual gifts are what we do; spiritual fruit is what we are. Timothy Keller*

## Administrative Roles and Responsibilities

- Read, understand, and follow the instructions in this Leader Manual and the responsibilities outlined in Guidelines for Ministries (online with Confidential Application).
- Explain the Confidential Application.
- Recruit new members and build into the lives of current team members.
- Submit online a completed Team Roster for your ministry at the beginning of Fall Semester and communicate all team member additions/deletions immediately to the Global Outreach Office.
- Coordinate transportation for your team, either student-owned vehicles or CU-owned vehicles after the Involvement Fair.
- Regularly communicate with the Global Outreach staff, the church/organization staff, and your team members.
- Attend any meetings scheduled.

*Lead with EXCELLENCE. Serve with JOY.*

## Team Roles and Responsibilities

- Submit online a completed Confidential Application prior to participation in the ministry.
- Attend the ministry faithfully and carry out the program established between the Global Outreach Office and the church/organization.
- Understand that your team is serving under the authority of the host church/organization and make it your team's goal to exemplify a teachable attitude within their program. This means you must abide by the host church/organization's guidelines, standards of conduct, and all rules.
- Abide by Cedarville University's standards of conduct and all rules. It is important to remember that all ministry teams are bound by the guidelines of the current Student Handbook and this Leader Manual. Won't use the ministry as an excuse for missing class or chapel.
- If an individual is distressed, try to offer comfort and help by encouraging them and assisting them to find the appropriate help for their needs.
- You are not bound by professional issues of confidentiality. You have a responsibility of referral, communicating any questions, suspicions, or problems to my team leader.
- If you wish to talk with an individual at my ministry, it will be only within the sight and sound of other people. *Always have a third party present!*



- You will never touch an individual in any inappropriate manner or with the intent to discipline. *Physical contact is never permitted unless the person grants permission.*
- You will try to protect any individual from all forms of abuse while you are with them.
- You will avoid any romantic/inappropriate involvement with minors at my ministry. I will not allow my focus to shift from ministry to romance.
- You will not give out my phone number.
- If you develop a dating relationship with another ministry member, you will not allow it to take away from the ministry (i.e., isolation, relationship tension, etc.)
- Recognize your team's primary role is to love and serve others. Always look for opportunities to show and share God's love and kindness.
- Remember you are representing Jesus Christ. Team members should take this responsibility seriously.
- Make prayer with/for your team a priority.

***GO ... SERVE ... Love them like JESUS.***

# Forms and Paperwork

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## Team Roster

After the first visit to your church/organization and your team is established, record everyone's name on the Team Roster as soon as possible (shared via Google Drive). This document is used to confirm that each student completes the online Confidential Application (see below).

## Confidential Application

You need to make sure every student who visits your church/organization and decides to join your ministry team receives the link to the online Confidential Application:

<https://www.cedarville.edu/cf/events/index.cfm?event=teammemberapplication>

Students are responsible to read (including Guidelines for Ministries) and submit this document (including a Release of Claims form). You should emphasize its significance in **legal/liability protection** for all ministry participants.

This online form is required for **every** student joining a ministry team, **including the leader**. All team members must complete and submit an updated Confidential Application **each year**.

Communicate to your team members that "yes" or "no" answers pertaining to the Personal Questions do not mean automatic disqualification from ministry participation. It does mean we will follow-up with them before participation.

Of course, students may join your ministry team anytime throughout the school year, add them to your Team Roster and have them submit their Confidential Application after their first visit.

## Transportation

We are committed to provide access to Personal Mileage Reimbursement and/or CU-owned vehicles for students who participate in university-sponsored ministries. *Remember that access to Personal Mileage Reimbursement or a CU-owned vehicle is a privilege, not a right...and, there is only a limited supply of resources and vehicles.* Even though Global Outreach is a volunteer-based program, the University invests significant resources to support this program. Your team members need to understand Cedarville's financial commitment to encouraging student ministry involvement.

*The current Team Roster and Confidential Applications for each team member must be submitted before Personal Mileage Reimbursement will be issued, or a CU-owned vehicle will be allowed, on an ongoing basis. After the first two visits to your ministry, Personal Mileage Reimbursement will be discontinued and/or Cedarville-owned vehicle reservations will be canceled until this paperwork is received by the Community Ministries Office.*



1. Assess as quickly as possible how many students on your ministry team have vehicles and which days they could be used for traveling to and from your ministry.
  - Explain to drivers that they will be reimbursed for mileage after they submit the online Personal Mileage Reimbursement Request Form.
  - Current reimbursement rate = \$0.25/mile.
  - Reimbursement requests must be submitted within ONE WEEK of your ministry.
  
2. After evaluating the availability of student-owned vehicles and you find you need to utilize CU-owned vehicles, you should submit an online vehicle request.
  - We will send you the **How to Make a Vehicle Request** reference sheet (PDF).
  - We will send you the Vehicle Reservation Request link or you can find it on our department homepage. Only Leaders are authorized to request CU-owned vehicles.
  - Submitting an online vehicle request does not guarantee that a vehicle will be available during the day/time of your request.
  - ALL drivers must be approved by Campus Safety during the current year.
    - Send the names of drivers to the Ministry Coordinator by e-mail, along with the type of license needed (either minivan or full-size van).
    - Then they must visit Campus Safety to be issued a CU-license.
  - **Do not** use your assigned vehicle for any other use than to transport you and your team to and from your ministry. Vehicles are **not** to be used for personal or non-ministry team use. ***Unauthorized use of CU-owned fleet vehicles will result in a \$250 fine plus any other costs incurred (i.e., mileage charges, etc.)***
  - **Do not** use CU-owned vehicles to transport non-Cedarville students.
  - **On the day of your ministry.** Pick up the key and travel sheet for your vehicle. You may do this 8:00am-8:00pm, M-F at the SSC information desk. If you pick up the key early, **DO NOT** take the vehicle until the time your travel sheet indicates. Weekend ministry leaders must pick up their key/travel sheet on the Friday before their ministry by 8:00pm. Return the vehicle key and completed travel sheet **immediately** after returning from your ministry to the SSC information desk or their key drop after business hours. ***Lost keys will result in the cost for the replacement key being charged to you.***
  - ALWAYS return the vehicle on-time to the designated fleet-vehicle parking lot.
  - **Buckle up!** Everyone riding in a CU-owned vehicle **must** wear their seat belt. Only put as many people in any vehicle as there are seat belts in that vehicle. To do anything else is not only unsafe but also unlawful.
  - **Cell phone use (talking or texting) by the driver** is not permitted at any time during the operation of any CU-owned fleet vehicle.

**According to the Insurance Institute for Highway Safety, a teen driver age 16 or 17 doubles his or her likelihood of having an accident by driving with two passengers; the risk quadruples when three or more passengers ride along, particularly teen passengers. Also, young drivers (18-25) using cell phones—even if they're hands-free units—reduce their reaction time to that of a 70-year-old driver (an 18% slower reaction to brake lights than normal), according to research findings by the University of Utah. [washingtongpost.com, 1/23/05; washingtontimes.com, 2/3/05 stats]**

- **DO NOT SPEED OR DRIVE RECKLESSLY!** You are responsible for the safety of your team. Full payment of any traffic tickets (parking, speeding, etc.) is the sole responsibility of the student driver, not Cedarville University.

- If the vehicle you have reserved needs fuel and you are still on campus between 8am – 5pm weekdays, take it to the fuel pump off Bridge Street (937-766-7779). On evenings or weekends, contact the Campus Safety Officer on duty (937-239-6491 or #999) to meet you there. *If you need to purchase fuel off-campus, keep the receipt, write your name and ID # on it, & submit it to our office for reimbursement.*
- Because of the high demand on the limited number of CU-owned vehicles, you need to be patient, courteous, and prepared. Remember all mechanical things break down occasionally. We cannot guarantee a replacement if your scheduled vehicle breaks down. Therefore, try to have a “back-up” plan with student-owned vehicles. Remember to report any problems on the travel sheet.
- **The Emergency Packet.** If you have trouble on the road or have an accident, follow the instructions in the Emergency Packet found in the vehicle door pocket, console, or glove box and contact the Asst. Director of Global Outreach (see **Emergency Contact Card** for phone numbers). *Please notify the SSC Information desk if you notice the vehicle does not have an Emergency Packet.*
- Any requests for vehicles beyond the scheduled ministry time(s) must be approved by the Global Outreach Ministry Coordinator.
- If there are certain days throughout the year that your team will not need a scheduled vehicle, you must go online and cancel that reservation in advance so that vehicle will be made available to others who might need it. *Failure to cancel an unused vehicle request in advance will result in Global Outreach being charged a \$10 fine.*
- Do not take the seats out of the vans.
- When the University-owned vehicles are “grounded” due to hazardous road conditions caused by winter weather, all Global Outreach teams are officially canceled. It is your responsibility to notify the staff contact person at your church/organization and let them know you will not be coming. Also, personal vehicles should not be used when the CU-owned vehicles are grounded. This is meant to ensure your team’s safety. ***If a student chooses to drive their own vehicle to the ministry while the campus vehicles are grounded, Personal Mileage Reimbursement will not be provided.***
- **Parking.** When parking your vehicle, always park in a secure area. Also, be aware of the height of the vans (some parking garages will be inaccessible). **After you have returned from your ministry, you must immediately return the vehicle to the fleet vehicle parking lot on campus.** *The fleet vehicles should never be parked at a dorm or other campus parking lot.*
- Many faculty, staff, and students use the CU-owned fleet vehicles during the school year. It is the responsibility of each team to take care of the vehicles and do their best to keep them in the best condition possible at all times. Remember this principle: ***Always leave it in better condition than you found it.*** When you return from your ministry, always:
  - Record beginning & ending odometer readings on the travel sheet.
  - Make it a team responsibility to check the vehicle for trash or items being left behind when you return from ministry. Leave it cleaner than you found it.
  - Close all the windows & lock the doors.
  - Turn off all interior and exterior lights when you exit the vehicle (especially the vehicle’s dome light – this light is sometimes accidentally left on).
  - On the travel sheet, report any problems with the vehicle and/or anything that gets broken or dented.
  - Return the vehicle key and travel sheet **immediately**

3. Review these **Transportation Guidelines with your team.**

# Team Attendance

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You should explain to students that when they join your ministry team and submit a Confidential Application, they are making a one-year commitment to be a part of the team. This voluntary commitment demonstrates their belief that the ministry is very important, deserving their faithfulness and dedication. As a team leader, you are responsible to encourage your team members to be present every week. You should also set an example of faithful attendance. Someone once said that the greatest ABILITY is DEPENDABILITY. If anyone misses a week of ministry, contact them as soon as possible. You should use this opportunity to make sure everything is okay, find out why they missed (if they did not notify you ahead of time), find out if they will be there next time, and ask if they have any concerns, comments, questions, personal needs, or prayer requests. If you take the time to care for your team members, they will usually take the time to be a faithful team member. Do your best to create a positive and encouraging team environment that students will WANT to be a part of on a regular basis. If your team is characterized by unity and encouraging relationships, students will look forward to joining with the other volunteers to serve faithfully each week.

## Dealing With Problems in Attendance

If one person is not faithful in your ministry, it affects the reputation and effectiveness of the whole team. Remember that your team represents not only Cedarville University, but also Jesus Christ. Deal with problems quickly and biblically (Matthew 18), because a poor reputation affects everyone.

If a student wants to drop-out of your ministry, they should complete the online Team Member Exit Interview Form:

<http://www.cedarville.edu/takesurvey/TMexit>

## Priorities and Sacrifice

People will make time for those things which are most important to them. Ministry, by its very nature, involves sacrifice and a commitment of your time. Each student on your ministry team must decide to make their ministry a high personal priority.

*“Do I have the time?” Only for what I put first.  
“Do I have the commitment?” Only for what I want to do.  
“Do I have the energy?” Only for what I invite God Himself to do in me.  
Mart De Haan*

# Resources

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- Ministry Resource Bookshelf (DMC 171).
  - Limited Arts & Crafts Supplies
  - Puppets
  - Evangelism/Apologetics/Discipleship/Counseling Resources
  - Leadership Resources
  - Urban Ministry Resources
  - Youth & Children’s Ministry Resources
  - Bibles & Gospel Tracts to give-away at your ministry
  - *Stop by & take a look during regular business hours (Mon-Fri, 8am-5pm), and please let us know if there is something we could acquire which would help make your ministry more effective.*
- Small Group Meeting Rooms (DMC 180A, 180B, 190).
  - Reserve one of these rooms through our office.
  - Amenities include comfortable seating, refrigerator, microwave, water dispenser, hot chocolate packets, coffee packets, & popcorn.
- CU Lead – Developing leaders of character...on campus...and beyond.
  - Make it a priority to attend a leadership seminar (see Student Life web pages).
- For Leaders: Global Outreach end-of-semester & year-end surveys.
  - We will provide a PDF of Global Outreach Survey Stats from last year upon request.

# A Biblical Motivation for Ministry

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## **Why We Do What We Do ...**

*"Teacher, which is the greatest commandment in the Law?" Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments."  
Matthew 22:36-40*

*Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:18-20*

*For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many. Mark 10:45*

*For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10*

*And let us consider how we may spur one another on toward love and good deeds. Hebrews 10:24*

*It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. Ephesians 4:11-13*

*All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to himself in Christ, not counting men's sins against them. And He has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. 2 Corinthians 5:18-20*

*Pure and genuine religion in the sight of God the Father means caring for orphans and widows in their distress and refusing to let the world corrupt you. James 1:27*

*Then these righteous ones will reply, "Lord, when did we ever see you hungry and feed you? Or thirsty and give you something to drink? Or a stranger and show you hospitality? Or naked and give you clothing? When did we ever see you sick or in prison and visit you?" And the King will say, "I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me!"  
Matthew 25:37-40*

*We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well, because you had become so dear to us. 1 Thessalonians 2:8*

*You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love. Galatians 5:13*

*What good is it, my brothers, if a man claims to have faith but has no deeds? Can such faith save him? Suppose a brother or sister is without clothes and daily food. If one of you says to him, "Go, I wish you well; keep warm and well fed," but does nothing about his physical needs, what good is it? In the same way, faith by itself, if it is not accompanied by action, is dead. James 2:14-17*

*When Jesus landed and saw a large crowd, He had compassion on them, because they were like sheep without a shepherd. So He began teaching them many things. Matthew 9:34*

*Now that I, your Lord and Teacher, have washed your feet, you also should wash one another's feet. I have set you an example that you should do as I have done for you. John 13:14–15*

*Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers. Galatians 6:9-10*

*Remember those in prison as if you were their fellow prisoners, and those who are mistreated as if you yourselves were suffering. Hebrews 13:3*

*The righteous care about justice for the poor, but the wicked have no such concern. Proverbs 29:7*

*Is not this the kind of fasting I have chosen: to loose the chains of injustice and untie the cords of the yoke, to set the oppressed free and break every yoke? Is it not to share your food with the hungry and to provide the poor wanderer with shelter— when you see the naked, to clothe him, and not to turn away from your own flesh and blood? Isaiah 58:6-7*

*Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To him be the glory and the power for ever and ever. Amen. 1 Peter 4:10-11*

*This is what the LORD Almighty says: "Administer true justice; show mercy and compassion to one another." Zechariah 7:9*

*I pray that you may be active in sharing your faith, so that you will have a full understanding of every good thing we have in Christ. Philemon 1:6*

*However, I consider my life worth nothing to me, if only I may finish the race and complete the task the Lord Jesus has given me—the task of testifying to the gospel of God's grace. Acts 20:24*

*Serve the LORD with gladness; Come before His presence with singing. Psalm 100:2*

*I am the vine, you are the branches. He who abides in Me, and I in him, bears much fruit; for without Me you can do nothing. John 15:5*

*You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven. Matthew 5:14-16*

*Learn to do good. Seek justice. Help the oppressed. Defend the cause of orphans. Fight for the rights of widows. Isaiah 1:17*

*Defend the cause of the weak and fatherless; maintain the rights of the poor and oppressed. Psalm 82:3*

*Dear friends, let us continue to love one another, for love comes from God. Anyone who loves is a child of God and knows God. 1 John 4:7 (NLT)*



# Reducing the Risk

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*RISK MANAGEMENT is the ability to ...*

1. **ASSESS** your **ENVIRONMENT**.

- *As a leader in a position of responsibility, do you look at locations and situations differently than a team member would? Examples: buildings, individuals, highways, city streets, etc.*

2. **DISCERN** possible **DANGERS**.

- *Be aware of both External Threats (physical dangers outside of your control such as harassment or stalking) and Internal Threats (personal weaknesses, areas of temptation, spiritual issues, team/interpersonal conflict).*

3. **MANAGE** Situations Appropriately

A. **TAKE INITIATIVE TO MAKE CHANGES.**

*These are not necessarily situations which call for you to be removed from your environment, but they are situations which necessitate you to remove yourself from the problem's direct influence.*

B. **LEAVE THE AREA IMMEDIATELY.**

*This is a situation in which you are in immediate danger & your safety is being threatened. **Never stay in a situation where you feel unsafe or threatened.***

**A Risk Management Example:** National Safety Month Studies show that risky driving behaviors are the cause of most accidents. From their analysis, DriveCam experts have identified and documented seven common risky driving activities:

- Following too close, or tailgating
- Poor awareness approaching intersections
- Distracted driving (cell phones/texting)
- Not looking far enough ahead
- Speeding/driving too fast for conditions
- Driver fatigue
- Risky lane change/passing

# Dealing with Emergencies

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Definition: What is an Emergency?

- A sudden state of **DANGER**.
- A serious occurrence demanding **IMMEDIATE ATTENTION**.
- A **LIFE-THREATENING** situation.

The following procedures are a basic outline for responding to an emergency which may occur while your team is on the road:

- Refer to the **Emergency Contact Information Card (in your folder)**.
  - Keep this card with you at all times when going to and from your ministry.
  - **In an emergency**, take the following steps:
    1. **HELP** anyone who is injured. *Stabilize the situation.*
    2. **NOTIFY** the appropriate authorities – police, medical.
    3. **DOCUMENT** the entire incident completely using the **Student Personal Injury/Incident Report (following page)**.
    4. **INFORM** the director of Community Ministries of any and all developments and check in at defined intervals.

## **Student Personal Injury/Incident Report (following page)**

- In the event something happens during your ministry (accident, injury, etc.), you must use this form (next page) for accurate/detailed documentation (see #3 above).
- Submit the completed form to our office immediately after you return to campus.