



# **INSTITUTE HANDBOOK**

## **2021-22**

Updated 9.3.21

mission for re-admittance.

3. If you are permitted to move back into the residence area you will be readmitted on Probationary status and will remain at that status until you have remained clear of any violations of Community Values for one full semester.

*Future Registration*—Registration for subsequent terms or the conferral of academic grades may be withheld pending the resolution of allegations of values violations.

### **Redemptive Support**

All discipline should be redemptive in nature, seeking to reconcile the individual to God and to his/her neighbor. To assist in accomplishing this, the Institute attempts to model the Biblical ideal of redemptive discipline outlined in Matthew 18:15-18, James 5:19-20, and Galatians 6:1-2. Like a pyramid, most situations should be confronted and dealt with initially at the lowest level, individual to individual. If the problem is not resolved, it rises to the next level. As you rise up the pyramid, the options for disciplinary action are more limited. The goal is to resolve as many situations as possible involving as few people as possible. By doing so, relationships and individuals can be restored to the glory of God.

### **Seeking Change**

Each team member should be aware of his/her own behavior and the positive or negative effects that behavior can have on the Institute family. If you know your behavior is outside the limits established by the Institute and sincerely wish to get assistance in order to change that behavior prior to the Institute discovering the inappropriate behavior, you may take the initiative to discuss this with the Residence leader without the threat of disciplinary action. This kind of problem is defined as a “personal problem,” and the staff member will seek to work with you toward restoration (Proverbs 27:5,6). Exceptions to this approach may occur when behavior is repetitive, self-destructive, hazardous to others or self, or involves a significant legal issue.



**Decision**—After the hearing takes place, the degree of involvement will be established and any appropriate sanctions will be declared. You will receive written notification of the outcome of the judicial hearing listing any assigned sanctions. Faculty advisors will be advised as pertinent.

**Appeal**—Any team member has the right to appeal the decision of any disciplinary hearing if you believe the treatment received was unjust, all the facts in the situation were not taken into consideration or the action taken was too severe for the behavior involved. The Institute offers an Appeal Process to all who feel the facts regarding their judicial hearing merits an appeal. You must submit in writing a request for an appeal and submit it to the Dean of Students. This must be completed and detailed, and returned within 48 hours after receiving notice of disciplinary sanctions. You are not guaranteed an interview. All judgments on an appeal may be made solely on the information written in the appeal. This information must be typed and part of the appeal request and must be directly related to one of the following reasons for an appeal:

1. The treatment received was unjust.
2. All the facts in the situation were not considered.
3. Action taken was too severe for the behavior involved.
4. You did not receive due process.

You will be provided an official written notification detailing the decision to accept or deny the appeal.

## **RE-ADMITTANCE**

### **After Expulsion**

Any team member, once having been admitted to the Institute and then missing one or more semesters for judicial reasons, may be re-admitted by the following process:

1. Complete a new application
2. Clear all previous academic, social, and financial obligations. This includes written permission for re-admittance by the Director.
3. Submit official transcripts from any undergraduate institutions attended since leaving the Institute. A transfer form from the last institution attended must be submitted if it was a educational institution other than the Institute.

### **After Suspension from a Residence**

Anyone having been suspended for judicial reasons must be re-admitted by the following process:

1. Submitting appropriate deposits or payments.
2. Interview with the Residence Director and obtain written per-

***Welcome to the Mountain!***

**The Global Institute for Youth Leadership** was established to serve men and women who have a God-given desire to minister among young people throughout the world. We are glad you are here to serve on mission with us because we want to partner with willing hearts and eager minds to reach the portion of the planet that is most reachable, the world's youth. Together, we want to dream of a not-too-distant time when graduates of this Institute will be touching the entire world with the Good News of hope in Jesus Christ. We hope that while you are here to serve you will find that the Institute is:

- An Education! We conduct intellectual training that will greatly enhance your Christian education. That will require discipline!
- An Experience! We provide opportunities to enhance intellectual learning with skill development! That requires diligence!
- A Family! We limit attendance to enable us to experience fellowship in the faith! That requires love and patience!

From our unique “vantage point” here at the campus on Fort Mountain, we are daily reminded that though we are individually very small, we are made strong by the awesome power of our Father who is also Creator of heaven and earth! Our goal is simple: to provide leadership for youth ministry worldwide. Our goal is attainable in a single generation, by God's provision.

Dream with us! Believe God with us! Train diligently for active engagement in this realizable dream. May God grant you a wonderful experience of growth and depth while you are here!

Blessings,

A handwritten signature in black ink, appearing to read "Roger Anderson".



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Those who reapply and are allowed to return to the Institute following expulsion will enter on probationary status and may be ineligible for Institute scholarship funds for not less than one semester.

**Full Termination:** Your status at the Institute may be revoked permanently for an indefinite period of time. No Internship or other Residence Life refund will be given.

### DISCIPLINARY PROCESS

The purpose of the disciplinary process is to give fundamental fairness and consistency to anyone who has possibly violated an Institute guideline. Those who have been charged with a violation and thus alleged to be involved in an inappropriate behavior will be granted these rights in the disciplinary process.

Based upon the Scripture's guidelines, there are four types of remedies available to interns who have concerns and challenges:

- Academic Process: Professor>Prof/Dean>Faculty Council
- Campus Process: Individual>Indiv/RA>Indiv/RA/RD> Honor Council>Dean/Sr Staff
- Department Service Process: Sr Leader>Dept Supervisor>Dept Director.
- Weekend Process: MOD>Supervisor>Facility Director

#### Procedures

**Report of Violation**—Any team member, faculty, staff, parent or guest may present to the appropriate leader an oral or written report (incident report form) of the facts as they know them regarding the alleged violation.

**Meeting Arrangements**—If there is substantial evidence to support the alleged violation, he/she will arrange a meeting with the Intern. In the case of allegations of academic dishonesty, the faculty member will arrange a meeting with you.

**Hearing:** - You will receive written or verbal notification from the Residence Director that there is an alleged violation and meeting, either with the Honor Council or the Director. Depending on the type of violation, you will be heard by the Dean, Residence Director or the Honor Council. Failure to appear for a scheduled hearing of which you have been officially notified will necessitate a decision be made by the Institute without your input. A hearing takes precedence over any Institute class/activity. You will be informed of all the evidence connecting him/her to the alleged violation. You may offer personal testimony, decline to testify against oneself or request to have personal witnesses at the hearing.

**Probation:** These types of probation are possible:

*Residence Life Probation*—Formal written warning that the team member’s conduct is in violation of Institute policies. Continued status as a resident depends on the maintenance of satisfactory citizenship during the period of probation. Anyone who is on Residence Life probation will remain on probation for one full semester, clear of any violation of Community Values and Expectations. Anyone on probationary status may not hold leadership positions. Anyone on probationary status may not participate in activities such as intramurals, conference leadership, trips, or other specified discretionary Institute activities until they have been removed from probationary status.

*Institute Probation*—Formal warning will be given that your academic performance is insufficient for meeting Institute standards resulting in jeopardy and out-of-good standing with the Institute. Your continued enrollment depends on the maintenance of satisfactory grades during the period of probation. While on probationary status you will be barred from certain activities and events so as to enable you to focus on academic studies. While on probationary status you may not participate in designated recreational or other discretionary Institute activities until removed from probationary status.

### **Suspension**

*Temporary Residence Life Suspension*—Partial or full exclusion from the campus or from the Institute residence common areas for a stated period of time. You may be asked to return home for a certain period, either a number of days or for a longer period. Returning to the campus must be granted by the staff. Suspended team member’s presence in any residence area is prohibited without prior permission. No residence life refund will be given.

*Full Institute Suspension* - In the event a team member’s actions (on or off campus) show that your continued presence constitutes a danger to property, others, or themselves, you may be placed on immediate suspension until a campus hearing can be arranged. While on interim suspension you will be restricted from the campus or from a particular program, activity, or building. No residence life refund will be given.

### **Expulsion**

**Semester Expulsion:** Termination of your status at the Institute for not less than the remainder of the semester during which time your presence on the Institute campus is prohibited without permission of the Director. Tuition may be refunded on a pro-rated basis, according to the Institute Financial policy.

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by regular funds such as parties, dinners, and etc.

- The Honor Council will decide whether or not to undertake a special project with the remaining money at the end of the semester.
- Whatever funds are left over at the end of the semester will rollover to the next semester.

## **DISCIPLINARY PROCEDURES**

*On-site discipline*—In the case that a team member breaks a rule set forth by the Institute, the authorities in place may choose a minor disciplinary action at their discretion (for example, being late for scheduled events may result in being asked to stay later than scheduled to help clean, etc.)

### **Levels of Consequences**

- Verbal Reprimand
- Written Reprimand
- Fines
- Community Service
- Loss of Privilege
- Probation
- Suspension
- Expulsion

## **SANCTIONS FOR INAPPROPRIATE BEHAVIOR**

**Verbal Warning:** Reprimand given by a supervisor may be given in accordance with the situation.

**Written Reprimand:** Official warning in writing regarding continuation or repetition of inappropriate behavior may result in a more severe sanction.

**Fines and/or Campus Service:** Some infractions are assessed a fine which must be paid in a set time frame. Other infractions may be assessed a special or additional service on campus, such as grounds upkeep, cleaning duties or weekend responsibilities.

**Community Service:** Some infractions may result in service projects which address the particular problem or damages caused.

**Loss of Privileges:** the length of this sanction will be determined relative to each individual case and its circumstances. Loss of privilege shall prohibit the student intern from participating or attending a public event or in any capacity that represents the Institute (musical/drama performance, Institute trips, Community events, etc) for the duration of the sanction period.



## INSTITUTE HANDBOOK

### PART IV: DISCIPLINE AND SANCTIONS

The normal process for settling differences or infractions is to use the biblical model provided in Matthew 18:15-17 in which Jesus Himself taught us to resolve problems at the lowest possible level. Some infractions are serious enough to skip normal procedures.

#### Procedures to Address Individual Concerns

Based upon the Scriptural guidelines, there are four types of remedies available to team members who have concerns:

A set of processes was put into place to help team members know whom to talk with in case of difficulties:

- \_\_\_ Campus Life Concerns: to individual, individual with RA, individual with RA and RD, Individual before Honor Council, individual to staff committee
- \_\_\_ Academic Concerns: individual to professor, dean, and then an appropriate faculty committee.
- \_\_\_ Department Concerns: individual to Dept SR leader, then to Supervisor, then to Director, then to Staff Committee
- \_\_\_ Weekend Concerns: individual to Manager on Duty then to Facility Supervisor, then to Facility Director

#### HONOR COUNCIL

The Honor Council is a committee led by the Dean of Students that will be constituted and will meet as needed to determine the appropriate disciplinary action for any offense made by a team member. The committee consists of RD's, one male and one female student First Year intern plus appropriate staff members. The purpose of this Council is to give a voice to all parties in the decision making process particularly in regard to Campus Life infractions. The Council will make suggestions to the Dean, but the Dean reserves the right to the final decision.

**Honor Council Funds**—Any Honor Council funds that may be received from tips, snow shoveling, or any other form of group donations will be handled in this way:

- Honor Council funds will not be used for individuals.
- Funds may be used to cover any group activity not covered

#### OUR MISSION STATEMENT

*(Who We Are)*

**Global Youth Ministry exists to mobilize youth and youth leaders to mentor youth ministry throughout the globe.**

#### Faith Statement

*(What We Believe)*

**This ministry is built upon the following principles of the Christian faith:**

- We believe the Bible to be the only infallible, authoritative Word of God.
- We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to earth in power and glory.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; the saved unto resurrection of life and the lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

#### OUR MISSION VISION

*(What We Do)*

**We help equip local church youth leaders to raise leaders for and among youth for the next generation.**

**OUR GOAL: To enable men and women of the rising generation to develop personal accountability and then become spiritual “fathers” who are able to lead others.**

#### OUR MISSION VALUES

*(THE FOUR PILLARS We Value)*

## **PILLAR ONE: WE GROW SPIRITUALLY (INSIGHT)**

We value the Great Commitment to live holy and godly lives.

- Christian faith is a maturing process; all grow through certain stages of spiritual development (1 Jn. 2:12-14).
- The Bible is our standard. We seek to honor God's Word and place it in a primary role in all that we do.
- Prayer energizes our work. We are a praying people who depend on power and direction from the Lord.
- We value the Great Commission (Acts 1:8) to grip the globe with the gospel!. Everyone is a missionary, first to his own Jerusalem, then to the uttermost.
- Focus: Our task is to help finish the job of taking the gospel to the globe, specifically by reaching its youth.
- Worship: We bring glory to God, we seek Jesus' fame.
- Spirit-filling: We believe that we should seek to be filled with the Spirit; we avoid putting anything into our body that would cause us to either lose control of ourselves or influence another to stumble.

## **PILLAR TWO: WE GUARD OUR SCHEDULE, SPENDING AND STUDY HABITS (INITIATIVE)**

- Time Management: We believe time is short and, therefore, valuable. We seek to plan ahead. We desire to be on time...in fact, we desire to show up early for any meeting that we are involved in. For college and grad school students serving with us as Interns and Associates, we understand that your studies are important in your life right now. When you get overloaded, you can expect us to be sympathetic. But, we do not allow this to become an excuse for irresponsibility! This position is designed to help you to successfully manage a busy schedule. Ministry is a challenging lifestyle—don't procrastinate. We try to calendar events well ahead. We accept personal engagements and appointments with deadlines in mind. When we do so we will not have a crisis on our hands when projects are due!
- Personal Responsibility: We desire to be responsible for ourselves and our work. We seek to be diligent to take care of the small details. Doing ministry well is not a "throw-together-at-the-last-minute" effort.
- Work Ethic: It's easy to do what we prefer, without the nagging uncertainty about things that have been put off! We know that there isn't a job or a ministry anywhere in the world that doesn't have its little unpleasant tasks; these things just "go with the territory." So, we do those things that we like least first. Then, they are done and behind us. This



## **INSTITUTE HANDBOOK PART II: DISCIPLINE**



is a good habit that we seek to develop. Hopefully, if we are truly called to ministry, then the positive features of our work will far outweigh the negative aspects. At any rate, it is important to learn how to discipline ourselves to do even the tasks which do not come easily or that lack glory and recognition!

- Integrity: We are accountable to an untrusting world; we meet financial obligations as agreed. We do what is right. We are consistent. We are trustworthy and keep our word.

### **PILLAR THREE: WE GIVE SACRIFICIALLY (INFLUENCE)**

We value the Great Commandment to love our brothers and prepare for the return of the Bridegroom.

- Servant Leadership: Ministry positions should be viewed as an opportunity to serve others. For some, the idea of “being up front” at events has appeal. The romance of this idea fades fast whenever the behind-the-scenes work is brought into the picture. We do not do our ministry for the sake of recognition or personal glory which will only cause disappointment and disillusionment. Ministry is about giving glory to God. This is our fundamental motive, and we will enjoy fulfillment as God works through us to accomplish His Master Plan. At Global Youth Ministry, let’s set the pace in the area of servanthood. Many people will be observing our ministry and work and expect to see the highest ideals lived out before them, especially before young people! This is a privilege, but it carries with it the cost of knowing that we may forfeit much privacy and freedom to express opinions, etc.
- Relationship: We value team. We prize family. We value commitment to each other. We seek to define expectations from others. We invest in people. We acknowledge the gifts and abilities of others. We protect each other. We value laughter and fun. We prize service.
- Submissive Spirit: As we work alongside those in spiritual authority, we appreciate the truth that God has chosen all of us not on the basis of our performance or perfection but on the basis of His grace. Our leaders may disappoint us at times. We accept this as a reality of our fallen world. Leaders may do or say things with which we do not fully agree. We just keep our eyes on the Lord who is sovereign over all and learn how to submit to authority, even when we do not fully agree. It is God’s place to correct those in authority over us, so we pray for them!. We clear everything we do through an assigned supervisor. We do not presume to act on our own without approval of the person in charge of our work!

- Discernment: Much of what takes place in a ministry setting is not to be shared outside the ministry. We guard our lips. If we have a difficulty with anything we see or hear or are asked to do, or with anything else about which we may disagree, or if we have a problem of some kind with a supervisor or co-worker, then it is our spiritual responsibility to the Body to try to work it out. First, we speak directly with the person involved in a Spirit-led manner. If that does not produce results, we address the issue with an immediate supervisor. We do not talk about problems we may have with someone on staff to a third party. We do not share privileged information outside the office, only with appropriate and designated staff members.

#### **PILLAR FOUR: WE GRACE OUR SPACE (INTEGRITY)**

- Excellence: We are committed to quality. We value effectiveness over efficiency. We learn from failure.
- Stewardship: We value Creation; therefore we care for our bodies, our internal physical and emotional health, our words, our external appearance, and our extended spaces over which we may exert care. We avoid the intake of any substance that could be the cause of another's stumbling, especially a younger one in our care in this ministry context (alcohol, recreational drugs, etc).
- Order: We value organization and order in our world, therefore we strive to bring order into chaos where possible.

### **Common Area Cleaning Assignments**

Responsibility for maintaining and cleaning the common areas will be shared among residents. Cleaning assignments will be made. You will be given areas to maintain daily. Inspections will be conducted weekly. Failure to pass inspection will result in loss of privileges until the area is cleaned appropriately.

### **Campus Crews**

Residents are encouraged to take pride in our campus and to “own” a section of the campus to keep it clean and presentable for ourselves and our guests. Campus Crews will be assigned each semester to a section. Usually time will be set aside each week to accomplish most tasks related to Campus Crew tasks.

*Eph. 5:1-5 says, “Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a man is an idolater—has any inheritance in the kingdom of Christ...”*

# **INSTITUTE HANDBOOK**

## **PART I: CAMPUS LIFE & PERSONAL GROWTH**

## CAMPUS LIFE & PERSONAL GROWTH PRIVILEGES AND RESPONSIBILITIES

Enrollment at the Institute is a privilege for which all of us owe thanks to God. Such privilege causes us to work together to show grace toward fellow participants. We desire to create a unique and healthy sense of “family” here on this campus. We work toward the creation of a “sanctuary” here on this beautiful mountain retreat; this means that all will need to accept appropriate responsibility for our attitude, behavior, and conversations.

When you are accepted for admission to the Institute, it is assumed that you are capable of conducting yourself in a manner which involves restraint and self-control as necessary. Written rules and regulations cannot be provided for every act or condition that may occur in life. However, the general policy of conduct at the Institute is to conduct ourselves as persons of faith who strive to exemplify the character of Jesus Christ in our daily lives. Our attitude and our conduct is to be reflected to all—both on and off campus—throughout our stay at the Institute.

The Institute is located on a 150-acre campus of Global Youth Ministry atop Fort Mountain, Chatsworth, GA. The facilities include classrooms, library, offices, residence areas, plus recreational facilities, dining room, commons areas and other facilities.

### COMMUNITY RESPONSIBILITY AND ACCOUNTABILITY

At the Institute, all members of this community assume responsibility to look out for each other’s best interests. When the values which we hold dear are violated, we take responsibility to restore the broken places. Every participant has the responsibility to:

- Intervene/confront the violation so the behavior stops; and/or
- Immediately leave the area where the violation is occurring and contact appropriate Institute staff members so the violation can be resolved appropriately.

The responsibility to abide by and respect the community values at the Institute is shared by all members of the Institute community. If members of the community willingly fail to respond to violations, they in essence not only allow them but encourage them. In so doing, they may be subject to sanctions as well.

### Authority For Community Expectations

These are the sources to which we look for the values we seek to instill at the Institute:

room receives a score of less than 3, resident will be subject to demerits or fees for every point less than 3. Fees are to be settled at the end of the month. Rooms will be checked weekly.

### Common Areas

Common areas have been established for residents to assemble but may also be available to other guests. These areas enable both genders to enjoy friendship without disturbing others or infringing on Institute office, personnel, or office spaces. Being present in any non-public area of the Residence areas with a member of the opposite sex is not acceptable. You are not permitted to visit rooms/halls of the opposite sex.

- It is everyone’s duty to keep common areas clean.
- When anything is spilled, you are responsible for cleaning the soiled area immediately.
- A/C and heat temperatures are pre-set. *Only assigned staff may adjust temperature.*
- Please turn lights out when you leave unoccupied rooms.

### TV Hours and Policies

- Keep TV at a respectful volume.
- TV may be on only after dinner and turned off by curfew.
- TV in the commons areas may not be on until after lunch on Saturday/Sunday.
- No TV’s in student intern rooms. Use of computers or phones to watch movies, play video games, etc, must be limited to normal TV hours, and must not be used after curfew.
- Democratic vote on what is watched M-F. Television viewing—whether in private or in a public setting—must be in accordance with GIYL’s standards and ideals.
- No “R” rated movies without approval. Video games ratings must be “E” or “T” rated. Any video game rated “M” must be approved by the RD.
- The furniture and décor may not be rearranged or moved for TV viewing without special permission.
- Activities in common areas should be in alignment with the purpose of the room. No behaviors are allowed that bring into question the integrity of the Institute or its purpose, or is not appropriate for the room.

### **Extended Spaces (Responsibility for the Space around you)**

We value diligence in protecting the environment and property as good stewards of God's provisions. We believe that we should leave our environment better than we found it, as part of our stewardship for God's earth. We acknowledge that there are both rights and privileges in owning and using property, both personal and common, and there are inherent benefits in both preserving and maintaining property and natural resources. Demonstrating respect for property demands accountability for our actions to the future academic and spiritual community at the Institute. Exodus 20:15 says, "*You shall not steal.*" Psalm 24:1 says, "*The earth is the Lord's, and everything in it, the world, and all who live in it.*" Genesis 2:15 says, "*The Lord God took the man and put him in the Garden of Eden to work it and take care of it.*" 1 Corinthians 4:2 says, "*Moreover it is required of stewards that they be found trustworthy.*" (NIV)

### **Student Rooms**

- Temperatures in common areas are preset. Only assigned personnel may adjust thermostats. Individual room temperatures should not be excessively cold or hot, and turned down or off when you are absent for more than 24 hours.
- Male and female areas are separate: You are NOT allowed in the opposite gender's dorm area.
- Permission must be obtained to use Command Strips when hanging pictures or bulletin boards in dorms. NO tape, pins, or nails are allowed on the walls. Use only pre-approved adhesives. No posters, pictures, or any other items may be attached to the walls in a room or any other area without special permission.
- Do not leave personal toiletries in a common bathroom.
- NO silly string, shaving cream wars, or water balloons.
- Furniture in rooms and common areas may not be moved or rearranged without permission in order to preserve furniture and protect floors/carpets from scrapes and snags.
- Please take care to protect carpets from stains and snags.
- No unapproved appliances are allowed in rooms without specific, express permission. See page 20 for more detail.
- When emptying trash in your room, please take it to the dumpster rather than a nearby outdoor trash can.

### **Room Inspections**

Residents' rooms are to be maintained in a clean and orderly manner. Inspections may be held without prior notice during the semester. On a scale of 5 items, at least 3 items must pass. If a

- Scripture (What does the Bible say to us about community expectations?)
- Legal Authority (Local, State, and Federal Laws.)
- Christian Values (The life-style issues, roots, and values of evangelical Christians who find their authority in God's Word and have stressed the need for personal, redemptive faith in Jesus Christ.)

The values of the Institute are based upon these tenants. For the common good, community health is valued above personal interests. Therefore, the following standards have been embraced by the Institute.

### **CONFIDENTIALITY COVENANT**

Global Institute offers college-level training seminars that are Christian-based, life-applicable, and may be available by certification or in some cases by accredited college partnerships.

However, the Institute experience is about far more than academics. We train and invest in our interns through discipleship and hands-on mastery of life skills. To this end, Institute leaders in all departments and training pursuits, whether as disciplers, professors or other assigned task leaders communicate and cooperate to advance the progress, growth, development and well-being of every participant. This holistic approach by the Institute toward your well being is understood and accepted as a prerequisite to enrollment in the Institute.

# PILLAR 1: WE GROW SPIRITUALLY

## (Devotion to the Savior)

We value submission to God in our spiritual life. Devotion is developed and maintained by daily nurture of our relationship with God.

### RESOURCES & EXPECTATIONS

#### Church Attendance

The Institute will assign you to a church home. You are expected to attend Sunday morning services and are encouraged to become involved in other regular ministry events and worship services. Intentionally missing church attendance on Sunday is not acceptable behavior.

#### Daily Quiet Time Participation

Personal devotions, whether one is participating in a seminar assignment or not, is required campus-wide Monday through Friday mornings, and encouraged on weekends, as well.

You are also expected to participate in a Ministry Moment each morning to pray together as a campus family.

#### Chapel Service

Chapel is a time when the Institute family gathers for a shared learning and growing experience in the context of corporate worship. Chapel services are designed to provide spiritual encouragement, moral guidance, and intellectual challenge. Attendance in chapel is required. Absence without prior excuse is not allowed. A chapel calendar is available through the office. The chapel program is an integral part of the life of the Institute. Chapel invites quality speakers, educators and Christian leaders to share the opportunities of active Christian leadership in youth ministry. Chapel is different from the systematic spiritual development you receive from the local church. Chapel does not take the place of a local church in a your life.

#### Discipleship

Discipleship and/or Mentorship opportunities are offered on campus. You are expected to participate and fulfill any obligations or challenges determined in cooperation with your leader.

#### Benchmarks

Benchmarks are those “outcomes” that the Institute has determined which help everyone strive for usable skills in the future.

dergarments, tube tops, strapless, spaghetti strap tops, halter-tops, vests without shirts, mesh or see-through garments.

*Pants*—Pants should be worn at the waist, should meet one’s shirt, and be loose fitting. Rips, tears, or holes should not be above one’s fingertips when standing with arms relaxed at the side. Pajama pants are not acceptable in any mixed gender setting. Excessively baggy trousers and extraneous articles hanging such as chains are not permitted. “Gothic” style clothing and/or make-up is not permitted. Long pants are required when working on facility projects.

*Shorts*—Shorts should be no shorter than the bottom of your fingertips when standing with arms relaxed at the side. They should be worn at the waist and not reveal undergarments. Rips, tears, or holes should not be above your fingertips when standing with arms relaxed at the side. Mesh shorts or shorts with mesh siding are not permitted.

*Skirts/Dresses*—Should not be skin tight and must extend to the knee when standing with arms relaxed at the side. Slits must not expose undergarments and must be below the knee when standing with arms relaxed at the side.

*Inappropriate Messages*—No clothing that advertises a message inconsistent with the lifestyle and mission of GIYL is to be worn. This includes clothing promoting alcohol, tobacco, drugs, sex, profanity, and/or pornography.

*Piercings*—Body and facial piercings are not permitted except on the ears. Existing piercings must be switched to a clear or flesh colored stud.

*Hair*—Hair must be trimmed, well groomed. Guys no pony tails, shoulder length hair, scraggly side burns or facial hair. Neatly kept goatees or mustaches are allowed, if kept at no more than 1/2 inch in length and well groomed and well defined. No braids, off-beat hair coloring. No hair that appears shaggy or unkempt or covers eyes. Supervisors may ask for changes in grooming and appearance, but should not have to do so.

*“Special Event” Dress*—Special Events are Global-sponsored events, and the dress code will be determined by the Office of Student Services depending on the nature and location of the event. Please bring appropriate clothing at the beginning of the semester, and dress according to the requested dress code for each event. Men should wear a suit or a jacket, shirt and tie, dress pants, dress shoes and socks. Ladies should wear Sunday dresses with appropriate shoes.

## **Internal Space** (Personal Physical Health)

**Alcoholic Beverages**—The possession, use, purchase, or distribution of alcoholic beverages on or off campus is prohibited. The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus (on campus includes all facilities of the Institute, any adjacent parking areas, parks, etc.) is forbidden and will be considered strong evidence that alcohol and drug regulations have been violated.

**Illegal Drugs**—The purchase, possession, use, or distribution of drug paraphernalia or any substance of abuse is prohibited except under the direction of a licensed physician. This includes any form of narcotics, hallucinogenic, sports enhancement or “street drug,” alcohol, and any other controlled substances as defined by law. Local law enforcement may be called.

**Tobacco**—Realizing that the use of tobacco is harmful to health, the Institute does not allow the use of tobacco in any form inside any of its facilities. In addition, the Institute strongly encourages individuals to respect themselves, others, and the overall community enough to abstain from all tobacco use in any location. Tobacco use by participants is not permitted.

## **Language**

Language is the bridge between one’s inner and outer space. Avoid crude slang words or vulgarity, along with inappropriate comments & innuendos or comments about personal hygiene.

## **External Space/Dress Code**

The Institute seeks to encourage a “cut-above” standard of excellence. You are expected to maintain a standard of dress which ensures neatness, cleanliness, and appropriate attire. *Class wear/office wear is business casual.*

**Footwear**—For health and safety reasons, you are expected to wear appropriate footwear when outdoors and in all campus buildings, except residential halls and certain athletic areas. When working in the kitchen or on a facility project, students are required to wear closed-toe shoes.

**Hats**—Hats or head coverings should not be worn in the office environment, classrooms, chapel, or official college meetings/assemblies. Generally, hats are to be worn outdoors; use discretion in other non-specified settings.

**Shirts**—In general, shirts should be worn that are loose fitting and long enough to meet one’s shorts/pants/skirts. Examples of immodest and unacceptable shirts include: tank tops, shirts or blouses that are low in the neckline, shirts that expose un-

# **PILLAR 2: WE GUARD OUR SCHEDULE, SPENDING, AND STUDY** (Disciplined Intellectual Excellence)

The Institute encourages personal growth and intellectual development in an atmosphere of Christian influence. We believe that diligence in study habits is a worthy goal. This should be a higher standard on our campus and in life beyond the seminar itself. We affirm the necessity of both academic and personal standards of conduct that allow you and faculty to live and study together.

## **1. INSTITUTE RESOURCES**

### **CLASSES & LEARNING OPPORTUNITIES**

#### **Core Classes**

The Institute provides seminars which are foundational to its mission to provide discipleship to help you with basic knowledge and skills to prepare you for life. Jesus taught His disciples. All interns participate in these learning opportunities which help you to explore God-given talents, inclinations and career paths.

#### **Areas of Focus**

There are three primary areas of emphasis to explore at the Institute to provide a combination of practical experiences and academic content to give you opportunities to explore various avenues of service in the future. You will experience training in all tracks to explore possible career or a-vocational interests.

**Track 1: *Servant Leadership & Life Purpose*** - You may be offered both seminars and practical experiences to explore leadership both on and off campus. Leadership development is a core value and you will experience various types of leadership opportunities as you explore God’s purpose for Christian leadership in your home, church, community, and career.

**Track 2: *Youth Ministry***—You will also be given opportunities through seminars and practical experience to develop understanding and skill in working with youth. Some advanced studies and ministry opportunities may be offered from time to time for those who are called to intentional ministry with youth, whether vocationally, avocationally, or as a mission ministry abroad.

**Track 3: *Youth Missions & Mentoring Abroad***—Some who are interested in exploring missions as a career may be offered advanced opportunities as they arise to engage in mission experiences locally (and even internationally during the year). Seminars and events are offered to enable Interns to serve more effectively abroad in mission service later.

## Projects

Every seminar offers individual projects. Since it is the Institute's desire to adapt every learning situation to the particular interests and career path of each participant, we offer special individual projects and activities which reflect each focus area.

## Modules & Intensives

Our goal is to expose you to ministry experts and Christian leaders from around the country. For this reason we may schedule seminars to allow special guest leaders to spend time with our group. This will maximize the use of their busy schedules and avoid over-extending the necessary time they are with us, which would be inherent in most schools' normal semester schedule.

## Practicums

Practicums are usually a special 1 hour seminar held occasionally in which you will learn practical skills such as basic household maintenance, basics of self defense, first aid or a variety of other skills. Practicums are offered as needed. The subjects may be taught by a staff member or a guest leader.

## SEMINAR SCHEDULES

There are several types of daily schedules utilized simultaneously at the Institute which are designed to maximize the effectiveness of seminar time for you and for our guest professors.

*Full Semester Courses*—Some seminars offered are just over an hour in length for two-five days per week or 2+ hours per week one day per week. These courses meet for the entire semester in order to fulfill standard classroom requirements at colleges.

*Accelerated Term Courses*—usually 6 weeks, at least 2+ hours per day. These seminars are usually Monday thru Friday morning time frames. This "accelerated" 6-week schedule allows you to concentrate usually on only 1 subject per term.

*Intensive Term Courses*—1 week seminars focus all day on one subject. Some prior reading is usually required, plus appropriate projects before, during and after the one week of study.

*Directed Study Courses*—At times, the Institute will offer a specialized seminar for those who may be preparing for a certain type of ministry. This type of course will usually have little or no class time lectures, but regular visits with an assigned leader.

*Online Courses*—The Institute provides time on weekdays for pre-approved participation in online courses. The Institute does not provide tutoring or oversight for these courses. All online courses must be pre-approved and in keeping with your needs, capabilities and time commitments.

- Do not block another vehicle or blocking the flow of traffic.  
*Blocking vehicle movement* -*\$1.00*
- Do not park in reserved spaces or in undesignated areas.  
*Reserved (Faculty / Staff / Guest) Spaces*—*\$2.00*  
*Driving or Parking on Grass / Walkway*—*\$1.00*  
*Circle / Fire Lane / Striped Area*—*\$2.00*  
*Unmarked Area*—*\$1.00*

All parking fees must be paid to the Accounting Office. Checks should be made out to Global Youth Ministry. Persons who accumulate more than five violations during the academic year (August - May) will have a \$5.00 fine added to each additional ticket received. In addition to the designated fine, a chronic offender may also face disciplinary action. A chronic offender's vehicle is subject to removal from campus at any time at the owner's expense.

## Vehicle or mechanical Repairs

No repairs taking more than one day are permitted on campus. No vehicle may remain on campus that is broken down. Oil changes and other routine maintenance is permitted, if oil and auto parts are disposed of off campus at a legal disposal site (i.e., Auto Zone). Oil pans and repair tools and equipment are to be stored immediately after work is completed. Abandoned vehicles will be towed at owner's expense. Please do not park vehicles with leaks on pavements. Damage to pavement or other areas must be compensated to Global.

## CAMPUS LAUNDRY

Coin-operated laundry facilities are available. If machines are tampered with or disabled, and the person responsible is not identified, ALL persons will have appropriate funds deducted from their housing deposit.

## 2. INDIVIDUAL RESPONSIBILITIES

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social, and emotional health. We value the full development of every resident in terms of a confident and constructive self image, of a commitment to self-discipline and of a responsible self-expression. According to Galatians 5:22-26, we should be characterized by the fruit of the Spirit, including self-control. *"By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, and self-control. There is no law against such things. And those who belong to Christ Jesus have crucified the flesh with its passions and desires."* (NIV) In view of our respect for individual responsibility for one's actions, these will be considered violations:



## CAMPUS PARKING

Every individual who maintains or operates a motor vehicle on campus must register each vehicle during the time of registration at the beginning of the semester or within 24 hours of bringing a vehicle to the campus. The parking permit fee is to be added to your total tuition package for the first permit. There is a charge for each additional permit received within a year. The vehicle's license plate number is required for registration of the vehicle.

### Permit Placement

The permit must be hung on the rearview mirror inside the car with the front side facing the windshield. The permit must be removed at the end of the official school year for which it was issued. Only the permit for the current registration period should be displayed.

### Parking

You are permitted to park in the following areas:

*Dorms and Lower Offices*—Parking is by assignment. Other parking is available in the gravel parking lot by front gate and along the side across from the fence. Overflow parking is located on the hillside of the Lower Auditorium. Do not park behind the dorms as those spaces are reserved for Office Staff.

*Lower Auditorium*—You may ONLY park in the spaces facing the hillside. The spaces in front of the Auditorium are reserved for staff and guests. The spaces facing the hillside also serve as overflow parking

*Upper Offices and Lodge*—You MAY NOT park in front of the lodge. These are designated spots reserved for assigned Staff and Institute guests. Please do NOT park in the circle or along the sides of roadways leading to the parking lot.

### Parking Regulations and Fines

Parking policy is in effect year-round, including holidays and break periods. Anyone in violation of parking regulations will be ticketed and fines imposed as follows:

- Permit must be acquired from Institute Services and properly displayed at all times.  
*Lack of valid permit / improperly displayed—\$1.00*
- Campus speed limit is 25 mph.  
*Reckless Driving/ Excess of Speed Limit—\$5.00*
- Park only in lined spaces (where applicable)  
*Over / On the Line - \$1.00*
- Do not park blocking a Dumpster or Fire Hydrant.  
*Blocking Fire Hydrant—\$1.00*  
*Blocking Dumpsters—\$5.00*

## Library Services

The Library is located next to the classrooms in the Lower Auditorium. To believers, the academic library becomes hallowed ground upon which to seek the reality of God's truth in all arenas of knowledge. The library aspires to provide a broad and current resource collection for study and research.

Library hours: the library does not maintain a schedule. Special group study sessions may be made available upon request to your Dorm Director. For the sake of all interns and staff that may choose to access this area, please do not remove books from the library except by special permission.

### Bookstore

The Bookstore is a service provided for you, faculty and staff to make available required textbooks, gift items, and other merchandise, according to requests.

*Textbook Costs*—Most books are provided as part of the cost of your time here to serve. Please bear in mind that textbooks are expensive both because public education is often subsidized heavily, and because textbooks are printed in much less volume which results in higher per-book prices. Texts are costly to write, to publish, to ship and sell, and the ever growing body of knowledge gives most textbooks a shortened period of usability.

*Lost or Stolen Books*—The Institute does not assume responsibility for lost or stolen books.

*Refunds* - Items purchased at the bookstore may be returned for full credit within 7 calendar days. You must have a valid receipt of purchase and items must be in the same condition as they were when purchased.

### Internet and Computer Services

*Internet access* - Internet access is available, and passwords will be assigned for ministry related work. Office computers are assigned to Interns, faculty, and staff as needed. Reservations must be made in advance for access to an office computer for use other than office work.

*Computer Usage* - Office computers are not accessible during school holidays, chapel services or other required Institute activities. During office hours, internet use should be limited to ministry purposes. Please do not download large files or programs or stream during daytime office hours. Inappropriate or questionable web pages are not allowed on office computers; please refrain from use of these sites. Recreational usage should be reserved for after office hours.

*Computer Assistance* - Computer assistance may be offered through our media department during regular office hours.

## Printing Services

Seminar assignments may be printed without charge. You may make personal copies for an additional charge. Printing is not to be conducted during morning quiet time or chapel services.

## Lost and Found Services

When an item is lost or found it should be reported to the office. Items turned in may be bought back by the owner for a small fee. After a period of time the Institute office may choose to hold a general auction of unclaimed items.

## 2. INDIVIDUAL RESPONSIBILITIES

We value the fair and efficient administration of our standards of conduct. Proverbs 12:22 says, “*The Lord detests lying lips, but he delights in men who are truthful.*” (NIV) In view of our respect for integrity, these will be considered violations:

### Schedule Discipline

The Institute recognizes that growing as a leader requires a holistic approach to discipline, including self-discipline. Interns are encouraged to focus free time on personal growth and not indulge in the development of lazy habits.

**Curfew**—The Institute sets an 11:00 pm curfew (12 am lights out) for its residents Sunday-Thursday and 12:00am Friday and Saturday (1am lights out). Please do not enter or leave campus between curfew and 5:30 am without prior approval from the appropriate leader. This is for the safety & security of all campus residents. Visitors must adhere to curfew hours. Off-campus trips must be cleared in advance.

**Sickness/Illness Policy**—Sickness or illness eventually will be an unwelcomed guest for everyone. If a team member is ill, he/she should contact his/her leader to report the nature and severity of the problem. The leader will notify the appropriate administrators or staff. (Missed team responsibilities must be considered time to be “made up”. Missed study assignments may be submitted in accordance with the teacher’s syllabus policies.

### Study Discipline

**Academic Honesty**—The Institute upholds the highest standards of honesty. You are to refrain from the use of unauthorized aids on examinations and all graded assignments, to refuse to give or receive information on examinations and all graded assignments, and to turn in only those assignments which are the result of their own efforts and research. Anyone found guilty of cheating will be subject to disciplinary action.

## General Safety Precautions and Guidelines

Each resident can help keep the residence complexes safe and secure by following some simple precautions.

**Baby-sitting**—The Institute does not allow baby-sitting in the Residence areas. This is for the safety of the children, the liability of the Institute, and the protection of other resident’s right to a peaceful environment.

**Bicycles**—Bikes must be pre-approved on campus. You are responsible for the safety of your bicycle which must be locked when not in use. Bikes are not to be kept on porches or inside any buildings.

**Tobacco/Smoking**—Use of tobacco (in any form) is prohibited. Pipes and cigars are not allowed.

## FOOD SERVICES

The dining room is located in the Lower Auditorium. Meal schedule is provided at the beginning of the semester. There is a kitchenette located in the Commons of at least one dorm that may be used when meals are not being served. No guests may use any of your weekly meals. No changes to meal plans may be made after semester orientation. Food and drinks are to be consumed in appropriate areas. Please refrain from taking food/drinks into corridors or classrooms. Entry or use of facility commercial kitchens is prohibited without direct consent of a facility supervisor.

### Meal Sign Up

In case you decide not to eat a meal, it is imperative to notify the kitchen well in advance, preferably not the same day as a courtesy to food staff. Meal sign-up forms are available so that you may notify the food services when you do not plan to eat in the dining room. Meal preparation schedules should be honored whether or not the intern eats a particular meal.

### Dining Areas

- A special kitchen and serving area has been provided for your use. **Commercial kitchens are off-limits.**
- A microwave and other appliances on the serving counter may be provided for general use.
- Do not eat food that is not yours in the Commons’ fridge.
- Clean up after yourself when you’re done in the dining area. Use the cleaning supplies that are provided.
- Grills: No personal outdoor grills are allowed in the residence areas. Only outdoor grills provided in designated areas by the Institute are to be used with approval of Institute personnel.

**Keys**—Any keys that may be distributed to interns is the mutual responsibility of roommates or office mates as well as keeping appropriate doors locked, locks functioning, windows locked, and keys under control. Report any problem with a key or lock immediately. Do not loan out keys, tamper with the lock, prop doors open, or hide keys.

**Personal Property Insurance**—GYM does not provide insurance coverage for individuals. Therefore, you should obtain personal property insurance through agents of your choice

**Fire/Tornado/Emergency**—Fire/Tornado/Emergency regulations are posted in each building. Removal of these are against fire codes and will result in a fine. Fire extinguishers are in each building and are to be discharged only in an emergency. If an alarm sounds, residents must follow the emergency procedures.

### **Fire Safety**

Exits in all buildings are clearly marked. You are encouraged to become familiar with the locations of emergency equipment and with emergency procedures. Any damaged or missing equipment should be reported to the Institute Office. Tampering with safety equipment will be grounds for severe disciplinary action or civil charges.

**Candles**—Any candle, incense, or open flame is prohibited.

**Electrical Appliances**—Appliances should be no more than 1000 watts, must be U.L. approved, and properly maintained. TVs, along with Toaster ovens, hot-plates, sun-lamps, halogen lamps, and small heaters are strictly prohibited due to fire potential except as provided by the Institute for designated purposes in specific locations.

**Electrical Cords and Outlets**—Do not use multi-plug covers, cords, or other splitters to increase the number of appliances. An acceptable solution is a multi-plug “power strip” with an internal fuse. These must be in good working order and pre-approved by the Dorm supervisor.

**Tampering With Fire Safety Equipment/Communication Equipment**—Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, or other safety equipment puts others at risk of injury and is strictly prohibited. Any unauthorized tampering with communications equipment, including computer equipment belonging to the Institute, is prohibited. You are responsible to abide by computer use policies.

**Arson**—No fires may be lit anywhere on campus without appropriate permission and supervision.

The instructor will file a report of the incident and any disciplinary action with the Institute Director. If a person deems this action unfair, he/she may request a hearing before the Director and instructor. A written report of this hearing and decision will be retained by the Director whose decision is final.

**Personal Honesty**—Lying or committing fraud on any level is unacceptable.

### **Spending (and Saving) Discipline**

**Gambling**—Playing games or placing bets for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays is not allowed.

**Fulfill Fiscal Obligations**—As any other organization, business, or ministry, The Institute has financial obligations to support the services it offers to students (food, lodging, education, etc.). It is important that your financial obligations are fulfilled or that an agreed-upon alternative plan is approved by the Finance office before the end of each semester. Failure to do so may result in early dismissal or not being asked to return for the next semester until the financial obligations are fulfilled.

**Personal Travel Arrangements**—During each semester you may be given many chances to travel both locally and at a distance. If traveling on a Global-sponsored activity the Institute will likely arrange transportation for all those involved. However, there will likely be instances in which you are responsible for local trips for church attendance, trips to the store, dining out, or transport on campus. In those cases it is your responsibility to arrange among those who travel together the appropriate reimbursement for travel expenses. It should not be the sole responsibility of one driver to provide for multiple riders.

When traveling long distances to or from the Institute, specifically by bus or plane, the Institute advises that you choose your departure or arrival city as Atlanta or Chattanooga. It is suggested that you contact Groome Transportation Service, (423) 954-1400, which transports to and from Dalton, GA. You are responsible for all transportation expenses. Please do not schedule transportation, such as flights, without clearing the times with supervisors and others who may be affected by your travel. Do not schedule travel plans that interfere with your work and class schedule.

### **Sleep and Exercise Discipline**

Poor sleep and exercise habits lead to personal crises as well as group challenges. We expect you to regulate sleep, not allow homework to pile up, etc.

## PILLAR 3: WE GIVE SERVICE

### (Dignity in Social Relationships)

We believe that God created every individual with intrinsic sacred value. This means that we will respect and appreciate the cultural backgrounds, attitudes, and opinions of others. Luke 12:7 says, *“But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows.”* Galatians 6:1-2 says, *“If someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.”* (NIV)

### 1. INSTITUTE RESOURCES

#### RECREATIONAL OPPORTUNITIES

This campus is used by both Institute participants and guests. Please do not use/be in places not designated for your use.

#### Multipurpose Building

The gymnasium and café are located on the upper campus. Please secure permission to use either facility.

#### Outdoor Activities

Outdoor campus facilities are available, including an Alpine Tower and other activities. These facilities, including trails, may be used only under the supervision of authorized and trained Institute personnel. Please, no hiking alone.

*Pond & Indoor Swimming Pool*—Water activities are available. There is no lifeguard on duty. Swimming is not allowed in the pond and is allowed in the pool only with two or more swimmers when permitted by management.

*Weight Room*—The Weight Room is located at the Indoor Swimming Pool. This facility is open to you, but care should be taken to work out in twosomes of the same gender or mixed groups as agreed with an appropriate supervisor.

#### Dorm Commons Areas

The Commons areas in each dorm are often equipped with lounge furniture, TV/DVD player, and a kitchen or kitchenette. You and your guests are expected to properly care for the furnishings and equipment provided in the lounge area as well as respect the rights of others in the Commons.

NOTE: Please do not remove furnishings from the rooms. Public areas must be maintained and ready for guest use at all times.

#### Counseling Services

You must assume any financial responsibility for securing and paying for any counseling services that you or family members

related to all campus interns, regardless of the year they worked with us or which position they held, is stored in a green color-coded file.

3. Promotion/Registration Folders (Yellow): Everything that is generic that relates to all promotion or registration procedures should be placed in yellow color-coded folders.
4. Program (Blue): Program related general information, such as recreation rules and policies, track time procedures, etc., should be filed in a blue folder for easy access. However, information concerning a specific year’s camp recreation should be filed in a manila folder with the appropriate year on the tab.
5. Product (Red): General information, such as catalogue information for merchandise, camper shirt companies, etc., should be filed in red color-coded folders.

#### Tab Folder Identification

There are three levels of ministry at Global, which should be tabbed in a certain way:

- A. All-Youth Events for 7<sup>th</sup> grade and up (Left Tabs): Events such as Momentum 1, summer Global Youth Camps, etc., are tabbed on the left because these involve all youth.
- B. Young Leaders Events (usually 11<sup>th</sup> grade through college) (Middle Tabs): Events such as M2, the Institute for Global Youth Studies, Intern positions, and mission projects are usually middle-tabbed.
- C. Adult Youth Leaders (Right Tabs): M3, Associates, Mentors, etc., should be right tabbed.

## **OFFICE FILING SYSTEM**

### **I. Purpose**

This policy is to establish filing procedures for GYM team members. Good record keeping is essential for the smooth operation of our ministry. These filing procedures are important.

### **II. Policy**

**Purpose of Hard-Copy Filing:** The hard-copy filing system is the final record of our operations and the basis for any future operations. Office files provide the record base for all office staff. All GYM documents should be saved in the appropriate file cabinet so that they are not lost in case our computer system fails or crashes. No hard copy files may be copied or taken from the office for personal use without permission.

### **III. Procedure**

We continue to create hard-copy files as a back up to all computer-based information. It is important that you create a hard copy file for each event for which you are responsible.

- A. Please do not keep file folders at your desk for more than a few hours at a time, as other staff members may need access to this information.
- B. There is a “current” events’ folder rack” in our office areas. Please keep current events’ file folders in the “current events folder rack” in the office where everyone can access them.
- C. Please place event files that are concluded, after properly cleaning/organizing them for future reference, in the appropriate file cabinet.
- D. Place event files in the cabinet with the most recent events to the front of the cabinet.

#### ***Types of Files***

There are two types of files in our filing cabinets:

- A. Specific personnel or dated event files are always stored in manila colored folders. All information regarding a specific person/event should be kept in one of these.
- B. General files regarding an event type are stored in color coded file folders, according to the “5 Ps” of GYM’s planning template (Place, Personnel, Promotion, Program, Product):
  1. Place Folders (Orange): Place/Date information that applies to all place information for a certain type of event, like camps. For example, all information concerning Shocco Springs Conference Center is stored in the Shocco Springs Folder which is color-coded orange and placed in a file cabinet with other facility folders.
  2. Personnel Folders (Green): Summer staff, campus interns, etc., each have a personnel File, which is manila colored. Information

secure. All counseling situations are held in strict confidence. The Director reserves the right to contact parents or guardians in situations where a participant’s behavior indicates he or she is not in control of his/her behavior or emotions. An individual who is self-mutilating or is actively or passively placing themselves or others at physical or emotional risk may be removed from campus until arrangements can be made for a safe return. Also, the Director reserves the right to make decisions regarding the feasibility of continued enrollment of emotionally unstable individuals. Anyone who has withdrawn for medical reasons (including psychiatric or psychological care) may be required to provide documentation that the medical condition has been adequately treated and that any necessary accommodations have been prepared to enhance the future success of the intern. Documentation may include but is not limited to 1) reports of treatment from attending professionals, 2) letters of recommendation from attending professionals and/or parents, and in some instances, 3) a personal interview with the attending professionals.

### **Mail Services**

The mail is delivered to you as soon as possible after delivery from the Postal Service. Outgoing mail should be placed in the postal drop box designated for interns. Stamps may be available for purchase at the office. When you conclude your service here, it is your responsibility to give correspondents a forwarding address. The Institute does not handle temporary forwarding of mail; please leave a permanent forwarding address.

### **Telephone Service**

The main number for the Institute is (877) 251-1800 and may normally be reached from 9:00 am-5:00 pm, Mondays-Fridays during the regular academic year. The operator serves as an information and referral source. Each office has an individual extension number which may be dialed directly. The Institute does not provide in-room phones. Use of ministry phones by Interns is allowed only by special permission or as part of their service.

### **Personal Cell Phone Usage**

Please remember that cell phones disrupt classes, study places and during mealtimes. Please cooperate in these ways:

- Turn off or “silence” cell phones in the classroom and at meals; please place them out of site at these times;
- Move phone conversations away from quiet places;
- Refrain from texting, computer messaging and other forms of electronic communication during class and at meals. Focus on face-to-face interaction during these times.

## Social Media

Guard the information you post on social media. Be careful to always post things that are in keeping with the overall Christian values to which GIYL adheres. Avoid using vulgar or suggestive language. Do not post lewd or provocative photos. Present yourself in a manner worthy of the name of Christ.

## 2. INDIVIDUAL RESPONSIBILITY

In view of our respect for the dignity of the individual and our stated desire to focus on Christ & Community, these will be considered violations:

### Individual Relationships

**Abuse**—This includes any behavior that results in harassment, coercion, threat, disrespect, and/or intimidation of another person or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal and/or psychological well-being of a person. Inappropriate narrative on a personal blog may be considered personal abuse.

**Hazing**—Hazing in any form is prohibited by law. This regulation governs both on and off-campus initiation activities. Hazing is interpreted as any activity that endangers the physical safety of a person, produces mental or physical discomfort, causes embarrassment, fright, humiliation, or ridicule, or degrades the individual—whether it is intentional or unintentional. It is defined as doing any act or coercing another to do any act of initiation of a person into an organization that causes or creates a substantial risk bringing mental, emotional, or physical harm to a person. Hazing includes any forced or required intentional or negligent action or activity that recklessly places any person at risk of physical injury, mental distress, or personal indignity. Initiation activities are subject to the Dean’s approval.

**Breach of/Disturbance of the Peace**—This is any action which disrupts the peace or which endangers the safety, health, or life of any person. It also includes the disruption of the functional processes of the Institute by individuals. Talking, yelling, singing, playing a musical instrument, electronic device, etc., loud enough to disturb other members of the Institute family is un-Christlike. Campus quiet hours are 10pm-7am.

**Reckless Behavior**—Any behavior which creates a risk of danger to one’s self or others is unacceptable, including but not limited to speeding on campus, propping exterior doors ajar, throwing/launching/setting fire to objects, and disclosing or giving Residence area access to unauthorized persons.

## OFFICE COMPUTERS & SERVER USE

### I. Purpose

This policy is to establish computer usage for GYM team members. Since most of our ministry business is maintained by means of the computer, certain behaviors and procedures are important.

### II. Policy

A. Purpose of Computer Use:

The Server is a shared base for all office staff. All GYM documents should be saved to the server so that they are not lost in case an individual computer crashes.

### III. Procedure

A. Assignment of Computers

Staff members are assigned access to computers with assigned access codes. We discourage use of other staff members’ computers unless permission is obtained. Personal use of office computers is discouraged, as well as use by non-team members. Do not allow personal computer use to interfere with your ministry time in the office. Unless otherwise noted, computers are not to be taken from the campus.

B. Server Use: The Server has two main files: one is the media server (Y), and the other is the main data server (Z). Most files that we work with (other than the Prom/Prod Dept) are in the main server. Note the categories in the main server and take care to file individual documents in the correct category and file folder. If you are uncertain, ask for help.

1. Do not save a document on an individual computer but always save to the server.
2. No electronic file may be downloaded or copied for personal use without express permission.
3. Do not change information on an existing document. If changes are needed, please “Save As” a new document (for example “2018 Camp Daily Schedule v2” or version 2) so that we can preserve previous documents *and the date* that document was created in the server. In some cases this is very important as it documents times when agreements were made, etc., with clients.

C. Database Use: “Filemaker Pro” is our database. We keep all pertinent information about our ministry clients in the database.

1. When you communicate with someone by email, etc., please check to see if that person is listed in our database, then add new ministry client information. Do NOT create a new file for a person who already exists in our database.
2. Note phone calls in the caller’s database file under “notes.”

### III. Procedure

- A. Personal Calls: Personal calls should not be made on GYM office phones. If such calls are made, with permission, please keep these calls brief and do not allow personal calls to interfere with your ministry time in the office. Do not charge personal long-distance calls to the ministry or use the toll-free line to make or receive personal calls.
- B. Computer Uploads and Downloads Affect our Phones: Our phones are VOIP-based. This means that uploads onto personal computers can impact the ability of others to make or receive phone calls. We ask that uploads are not conducted during business hours.
- C. Length of Calls: Lengthy telephone conversations are discouraged. Please keep all calls to 3-5 minutes in length. Of course, your first objective is to meet the needs of the caller. Please do not waste time on the phone, especially if it is long-distance! Each minute costs money.
- D. Long distance calls are restricted by the long distance carrier. Long distance account codes are assigned to personnel whose jobs require accountability for calls.
- E. Personnel responsible for answering incoming telephone calls are to respond as follows:
1. The initial greeting should be "Good morning (or afternoon, as appropriate) Global Youth Ministry, this is \_\_\_\_\_ speaking."
  2. If a person is requested and he/she is thought to be in, the response should be "Please hold while I transfer your call."
  3. If a particular person is requested who is known not to be available, the response should be "Name is away from their desk or Name's line is currently busy or Name is not here today. May I help you?"
  4. If a caller is requesting assistance and you must transfer their call, respond as follows: "I can help you by transferring your call to Name."
- F. Personnel answering a office extension should respond as follows: "Hello, this is Name (or) This is Name, May I help you?"
- G. If the caller wishes to leave a message, the following information is essential:
1. Complete name of caller with company or church name.
  2. Telephone number and extension, if applicable
  3. Message with enough information about nature of call
  4. Please return calls promptly, as it reflects on our desire to respond to ministry needs of those whom we serve.

### Dating Relationships

Interns acknowledge that this experience is NOT like other academic institutions; interns' goal is to focus on CHRIST and COMMUNITY rather than upon romantic relationships during their time with us. Therefore, dating relationships between participants are not acceptable or allowed. This includes romantic involvement of any kind. Clarification below:

*Dating Relationships prior to Enrollment*—If you are involved in a serious dating relationship with a person not in the Institute before enrolling, this should be clarified with the enrollment counselor PRIOR to acceptance at The Institute. Extensive communication with an "other" off campus person will dramatically impact one's ability to maintain and pursue appropriate Christian community on campus. We urge you to carefully consider the impact of this relationship upon your ability to give fully of yourself to the Institute experience. It is important to explain to an off-campus person that the relationship, in effect, must be subordinate to your Institute experience. Long-distance relationships are difficult to maintain. If your service or learning performance or campus experience is negatively impacted, this will affect your continued status here.

*Dating Relationships*—Relationships between interns, any Institute staff members, and associates should be kept above reproach. Romantic relationships are very distracting to this ministry and may even destroy other relationships on campus.

Conflict between team members can harm effective ministry.

*Dating-type association with guests, campers, local students, or anyone under the age of 18*—It should be apparent why dating relationships of any kind between Interns and people with whom we minister is absolutely out of the question. It is important that others never receive encouragement in this way. Wherever there is a possibility that a certain person is romantically interested in a short-term volunteer, for example, it is the responsibility of the staff member to carefully and kindly explain to the person that such a relationship is not possible.

- Physical contact between members of the opposite sex should always be according to public decorum.
- Personal counseling situations between members of the opposite sex should always be done within full view of others. Never allow a circumstance to be easily misconstrued by an observer or counselee.
- When offering rides home, etc., in relation to your local church friends, etc., always keep a member of the same sex in the vehicle with you.

- When phoning a member of the opposite sex, always identify your Global affiliation up front.

**Sexual Impropriety**—Sexual impropriety includes but is not limited to PDA (inappropriate displays of affection in public or private), participation in or appearance of engaging in pre-marital sex, extramarital sex, homosexuality, or cohabitation. Pornography (sexually explicit materials) is forbidden. The Institute’s computers are prohibited from inappropriate use for this purpose.

### **Relationships with Staff**

The people who work alongside us are our spiritual support system. It is important to all of us to maintain the highest respect and consideration for each other. Don't allow *anything* to come between you and others. This would be a burden for us to bear and would have a definite impact upon the overall effectiveness of the Staff. Any disagreement with a fellow participant or staff member should not be conducted in front of others. We deal with differences of opinions privately. We always present a united front to those with whom we minister. If we cannot resolve our difference with another participant or staff member, then it is our spiritual responsibility to seek out the counsel of a supervisor, and quickly. We desire to keep personal relationships a source of joy to the Lord, of fulfillment for us, and of inspiration to those with whom we minister.

**Insubordination**—Failure to comply with a request, written or verbal, of an authorized Institute staff member or residence assistant constitutes insubordination. Failure to comply, based on a difference of opinion is not an acceptable response. (See procedures on page 54).

### **Responsibility for Campus Guests**

**Personal Guests**—You are held responsible for the conduct of any authorized personal guests on campus. Prior arrangements for guests must be made with the Institute office. Overnight visitors must register through Guest Services ahead of time and arrange arrival time, check-in, and pay any required fees in advance. Overnight guests in your rooms are not permitted in most circumstances. Prior approval must be obtained from the Dean for all guests. Special rates may be available for immediate family members/former Institute team members.

### **Surrounding Community Relationships**

We value our privileges and responsibilities as members of the Institute family and as citizens of the communities around our

If they say anything about us, let it be something about which ALL of us can agree in language, attitudes, hangouts, movie tastes, and fashions. Furthermore, when one dresses to the highest possible standards, it affects self image, confidence, and composure. We understand that some of our staff will be younger than many of the youth leaders whom we serve. When youth leaders see our staffers dressed in a more businesslike attire, they tend to treat us more seriously. Jeans, cut-offs, T-shirts, and the like only reinforce an image of immaturity in which we are not taken seriously.

- B. Second, dress according to what you are doing. Team members should dress appropriately to specific tasks assigned to them and maintain a personal appearance which enhances youth ministry as a profession and which does not reinforce the negative image that youth ministers often bring upon themselves by an overly casual appearance.
1. GYM team members will dress with modest good taste.
  2. Our clothing, like our manner and personal conduct, must be reflective of Christ in us as a witness.
  3. As a leader in the community, GYM desires to be regarded as an example of excellence in its field.
  4. Public tours of the facilities are an aspect of public relations. Attitudes of the community and our guests are affected by what we do and in part by what we wear.

### **III. Procedure**

- A. When there is not an exact code for a situation, the Executive Director, with the immediate supervisor, is to;
1. Exemplify appropriate dress.
  2. Interpret what is modest, decent, appropriate, including things like wearing jewelry, cologne, and perfume.
- B. For specific guidelines regarding appropriate attire and personal grooming, refer to section on dress code in this *Handbook*.

## **TELEPHONE USAGE**

### **I. Purpose**

This policy is to establish telephone usage for all GYM team members. Since most of our relationships are conducted via phone or other electronic means, your telephone etiquette is important.

### **II. Policy**

Purpose of Phone Use: GYM phones are necessary for ministry-related business and should be used for ministry and official purposes only. Our team represents to the public, not only the activities of Global Youth Ministry, but also the spirit of our ministry. Therefore, telephone use should correspond to our values.



## **MINISTRY SERVICE DRESS CODE**

### **I. Purpose**

This policy sets forth guidelines for dress at GYM.

#### **Department-Specific Dress Codes**

1. *When working within the Facility Department:* For safety reasons to prevent getting caught in moving machinery or power tools, long hair should be up and back and secured. Clothing should not be loose, and excessive jewelry is not to be worn. Closed-toe shoes, long pants and safety goggles are required. Long-sleeved shirts are recommended for grounds work.
2. *When working within all Other Departments:*  
*Men:* Wear “Business Casual” - slacks or acceptable jeans and button-down or polo-style shirts, socks and loafers or other appropriate shoes (not sneakers).  
*Ladies:* Wear “Business Casual” which means a dress, skirt, or nice slacks or jeans (no holes) and blouse, with appropriate shoes (not flip-flops or sneakers).
3. All team members: Hair should be clean, well-groomed.
4. Make-up/jewelry, etc. should always be in good taste.
5. Special work days: T-shirts and blue-jeans may be worn, as directed. Special days will be indicated in advance.
6. Keep fingernails cleaned and trimmed. This workplace environment is frequently damaging to long nails.

### **II. Policy**

Two things we ask:

- A. First, remember who you are in Christ! At Global Youth Ministry, you are a world ambassador for Christ. As a ministry professional, you will be dealing with youth leaders, pastors, and lay people from the United States and around the world. Although many of our contacts are by phone and by mail, we also receive office guests. We want the first impressions of this ministry to always be that of excellence and quality. We only get one chance to make a first impression. Our staff is the first impression of this ministry — programs usually come later. It is important for our team to recognize that sometimes personal tastes must be set aside in order to minister effectively to others. We do not want anything to become a stumbling block, including our mannerisms, dress, language, etc. While some slang terms, fashions, etc., are obviously not “wrong,” they may pose problems for youth leaders who must answer to parents who do not wish for their children to mimic or copy these fashions. When we insist upon “our way”, we may make the job of the youth leader more difficult. We never want students to go home and say to their parents, “But the staff did....”

campus. As part of this community, we bear responsibility for one another. We honor the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including Institute, municipal, state, and federal laws. Romans 13:1-2 says, “*Let every person be subject the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God. Therefore whoever resists authority resists what God has appointed, and those who resist will incur judgment.*” (NIV) In view of our respect for community authority, these will be considered violations:

**Breaking the Law**—All team members are required to abide by the laws of the local, state, national, and international governments and are subject to judicial action at the hands of the Institute and/or law enforcement agencies. Formal charges, complaints, or indictments by government entities are not prerequisite for Institute action under this section.

**Special Exceptions for off-campus Events**—The capability to serve in off-campus volunteerism without disrupting the schedule may be permitted with these following provisions:

- No missed Institute assignments. Appropriate arrangements must be agreed upon between the professor and student. Otherwise you may not accept an off-campus responsibility.
- Anyone who serves as a church ministry volunteer through Global must meet their hours needed for satisfactory completion of that responsibility. Please be faithful to fulfill your church duties; if you have another weekend assignment, do your best to avoid disrupting other interns’ work schedules or be unable to fulfill any on-campus work hours.
- You must make up hours of office or weekend ministry preferably before the off-campus event.
- Paperwork must be completed and submitted to the office, professors and supervisors in the same way as other normal time away or ministry weekend requests.
- Off-campus activities, trips home, etc., are not possible during the summer camp season. Please do not make plans.

#### **Accountability Between Interns And Staff**

We believe that conflict should be resolved in the smallest circle possible. Matthew 18:15-17 says, “*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a*

*tax collector.*” Gossip, speaking of others rather than speaking to them about disagreements or criticisms is ruinous to Christian fellowship and is not to be engaged in or tolerated.

#### *Order of Conflict Resolution*

1. Person to Person
2. Person, Person and RD
3. Person, Person, RD, and the Dean of Students
4. Person, Person, RD, the Dean of Students, and the President of the Institute

Whenever we have a disagreement with another, we DO NOT air this disagreement in front of others. We deal with differences of opinions privately. We always present a united front to those with whom we minister. If we cannot resolve our difference with one another, then it is our spiritual responsibility to seek out the counsel of a supervisor, and quickly. We desire to keep personal relationships a source of joy to the Lord, fulfillment for us, and inspiration to those with whom we minister.

*Insubordination*—Failure to comply with a request, written or verbal, of an authorized Institute staff member or residence director will constitute insubordination. Failure to comply, based on a difference of opinion is not an acceptable response.

#### **III. Procedure for Team Etiquette**

- A. Office Staff Assistance: When needed, ask your supervisor for assistance from other team members.
- B. Staff Folders: Please check your email often for messages.
- C. Desks/Work Areas: Please keep your desk and your area clean and neat. No matter who comes through your area, they should be impressed by your cleanliness and orderliness. Remember, this is a shared work area, so be sensitive to others. Please keep noise levels down.
- D. Media: Please check with Media Department before you use media equipment.
- E. Parking Lot: Please park in designated areas only. Be sensitive to how and where you park to better accommodate all drivers.
- F. Keys: Keys are assigned only to designated staff. Other team members will need to think in advance to plan for those times when they will need to get into the office or desk areas.
- G. Stationery: Ministry stationery is for authorized use only.
- H. Energy conservation: Please be sure that lights are turned off when an area is not in use. This helps save funds.
- I. Personal Responsibility: Team members must conduct personal affairs in a manner that their individual responsibilities and the reputation of this ministry are not jeopardized.
- J. Confidentiality: You will have access to information of a confidential and/or sensitive nature, contained in records, correspondence, inter-office memos, and other documents. You are in a position of trust and you are obliged to keep this information strictly confidential. You may not disclose, duplicate, or use this information except as directed by your supervisor. No GYM files, either electronic or hard copy, may be downloaded or taken from the office without express permission.

#### IV. Procedure

- A. In case of absence, you are expected to give your immediate supervisor as much advance notice as possible before the beginning of your scheduled starting time.
- B. Advance notification is necessary so proper arrangements can be made to handle your service tasks during an absence.
- C. If the absence can not be predicted in advance, you should notify your immediate supervisor within the first hour of your starting time of the first day of absence.
- D. If you must leave your ministry tasks, your immediate supervisor should be notified as far in advance as possible.
- E. Occasionally unavoidable circumstances may cause you to be late. Please notify your immediate supervisor as soon as possible if you should be in this situation.

#### Meetings

- A. Meetings are usually held with every team with their immediate Supervisor regularly for evaluation. It is the Team members' responsibility to arrange these meetings and to have an agenda for the supervisor.
- B. It is your responsibility to be at your ministry station at the scheduled starting time and to return from lunch periods no later than the allotted time.
- C. Each occurrence of tardiness will result in disciplinary action; Five (5) days within a three (3) month period in which a resident volunteer fails to report to work on time will result in termination.

### SERVICE ETIQUETTE

#### I. Purpose

This policy sets forth guidelines for office behavior at GYM.

#### II. Policy

A. Ministry Team Relationships are important. We want to prayerfully consider how to develop good team relationships within our assigned ministry areas. The people who serve alongside us are our spiritual support system. They alone will be able to truly understand what we are going through, because they will be going through the same thing. It is important that each of us maintains the highest respect and consideration for one another. Be aware of situations that may allow barriers to be built, which would separate us or cause conflict within the team. Address grievances or differences in a respectful manner quickly to avoid unnecessary hurt and drama. Unresolved conflicts will not go away on their own. Let's be responsible; address conflicts in a biblical manner.

## PILLAR 4: WE GRACE OUR SPACE

### Dependable Stewardship

#### 1. INSTITUTE RESOURCES

##### CAMPUS SAFETY AND SECURITY

The Institute makes every reasonable effort to provide for the safety and security for you and your personal property, but you must practice safety habits and exercise individual responsibility. The ultimate responsibility for personal security rests with each individual who should be aware of his/her surroundings and potential risks to personal safety. Walk with friends and in lighted areas, know building evacuation procedures, drive defensively, lock doors and vehicles, and know how to contact appropriate campus authorities. Residents should exercise caution and take responsible actions to protect themselves and property: keep rooms secure, lock room doors and windows and report suspicious persons or activities to appropriate security officers. Security concerns should be reported to the Institute office. Respond to staff direction for safety with courtesy and respect.

*Strangers*—Report suspicious/unusual people on the campus to the Institute Office.

*Thefts*—All suspected thefts should be reported to the Institute office and an incident report filed. You should be aware of the whereabouts of keys, backpacks and other valuables.

*Stealing/Possession of Stolen Property*—Unauthorized taking, borrowing, and/or keeping property belonging to the Institute or others is unacceptable, possibly unlawful.

*Littering*—Help pick up! Intentionally discarding trash in places other than designated trash receptacles is not Christlike.

*Property Destruction*—Actions that violate this value include damaging, destroying, defacing (in any way) property belonging to others or to the Institute.

*Unauthorized Entry*—No person may enter into any Institute building, vehicle, office, parking lot, room (by door or window), or into any building without prior authorization. No unauthorized person may unlock resident's or other personnel's doors without the prior permission of the person who occupies that particular space.

*Possession of Firearms, Weapons or Fireworks*—Possession of these items--whether open or concealed—which could be used to intimidate, scare, or harm others or possession of materials used to manufacture bombs, firearms or weapons is prohibited without explicit authorization.

# GIVING THROUGH SERVICE

(IN AN OFFICE ENVIRONMENT)

## MINISTRY SCHEDULE

### I. Purpose

This policy sets forth guidelines for ministry service at GYM. Your service hours are established to ensure continuity of operation and provide convenience and communication for guests, suppliers, and employees.

### II. Policy

GYM offices shall be run in an effective, Christ-honoring manner.

- A. Because of the guest service requirements, office hours and working times may vary by department.
- B. The immediate department supervisors will work in conjunction with the Executive Director to establish work hours.

### III. Procedure

You are expected to maintain a written schedule with the office so that the rest of the staff may properly respond to telephone inquiries, etc. Consistency is a virtue we cherish. Some activities are "givens" on the regular schedule, such as planning meetings, and you are expected to be present unless providentially hindered. When you are unable to attend a team meeting, it is imperative to contact the office, preferable having already made arrangements to cover for your service during an absence. Any time away should be cleared in order to avoid confusion, unfinished projects, missed deadlines, etc.

- A. As a general policy and as much as possible, appropriate service schedules are posted in advance. All hours are to be scheduled in consultation with the supervisor. Volunteer residents are expected to serve up to 24 office hours per week, as pre-arranged not including seminar or project participation.
- B. Supervisors are responsible for submitting proposed service schedules each semester.
- C. Supervisors and others providing crucial guest-related services must inform GYM administration of schedule changes.

### Access to Offices

Team members may not use offices during or after business hours without direct supervision. All team members must report to their ministry department at the designated time to begin work. Any access or use of office space after 5 pm is prohibited unless accompanied by your direct supervisor or his/her designate.

## ATTENDANCE

### I. Purpose

This policy provides guidelines and procedures regarding absenteeism and tardiness.

### II. Policy

Our goal is to help "get the ministry accomplished, whatever it takes." All time away should be scheduled in advance with your supervisor. Excessive absenteeism and tardiness adversely affects ministry purpose, disrupts normal operating effectiveness, and overburdens others who must cover for the ministry volunteer who is absent. Please avoid excessive absenteeism and tardiness, even as a volunteer. All time away should be scheduled in advance with your supervisor.

### III. Provision

#### A. Attendance

1. Occasionally, it may be necessary for you to be absent as a result of illness, injury, or for personal reasons.
2. Absences are classified into two (2) categories:
  - a. Excused absences
    - Examples: personal emergencies, holiday, vacation, leave of absence, and sick leave.
    - If a volunteer's immediate supervisor deems appropriate, he/she may ask the volunteer to provide a physician's statement indicating inability to fulfill your ministry tasks before approving time off.
  - b. Unexcused absences
    - Unexcused absences are failure to report for service.
    - Unexcused absences should be avoided if possible.
    - Team members may be subject to disciplinary action.
    - Two (2) unexcused absences within a 12-month period may result in termination of ministry service.

#### B. Punctuality

1. Being on time is most important to the efficient ministry. Tardiness disrupts productivity and makes it difficult to function effectively and to meet ministry needs.
2. It is your responsibility to be at your ministry station at your scheduled starting time and to return from lunch periods no later than the allotted time.
3. Each occurrence of tardiness will result in disciplinary action. If you are absent for five (5) days within a three (3) month period in which you fail to report to work on time, this may result in end of service.