



Chestertown Christian Academy

Christian Service Requirements

Chestertown Christian Academy desires its students to live out:

James 1:22 - "But be ye doers of the word, and not hearers only, deceiving your own selves."

James 2:17 - "Even so faith, if it hath not works, is dead, being alone."

One of Chestertown Christian Academy's primary purposes is to provide opportunities for students to realize their God-given potential. CCA believes this Christian service is defined as "acts of service within the student's local community without pay or compensation." Christian service will allow students to experience the joy of the Lord through meeting the needs of others.

Please Note:

- CCA requires students in grades 9-12 to perform a minimum of 10 Christian service hours per year.
- Students are required to turn in completed hours by May 1st of each year.
- Students may work toward the next school year's hours beginning May 1st.
- Students who transfer to CCA will be given their Christian service requirement based on when they arrive by the high school office.

Christian Service Approval Process:

The high school office will act as the pre-approving authority for all community service projects. Once the student has performed the community service, the student will have his/her supervisor fill out the Christian service evaluation form. This form is to be turned into the high school office.

Christian service for each academic year may be completed anytime from May 1st of the current year to May 1st of the following year. However, students may not get ahead in their Christian service. The student may perform as much Christian service as they desire, but the student will only get credit for up to 10 hours per year.

CCA students may serve in as many projects as possible to attain the 10 hours. Administration has the authority to grant exceptions to this policy.

There are two forms associated with this policy:

1. Christian Service Guidelines: This form is to be given to the supervisor of the Christian service performed.
2. Christian Evaluation Form: This form is to be filled out by the student and supervisor once the service is complete. This is the form that allows the supervisor to “rate” the student. This form is to be turned into the high school office.

Notes regarding the Christian service policy:

- Students cannot perform the Christian service in their own family owned business (business owned by a parent or relative).
- Students may work for their local church in some capacity to fulfill this requirement (nursery, grounds keeping, music ministry, etc). However, hours in rehearsal do not count towards this requirement.

CHRISTIAN SERVICE CHECKLIST

Step 1: Find a service opportunity. (local church, non-profit organization, local business, etc.)

Step 2: Give the supervisor the Christian Service Guidelines document.

Step 3: Perform the Christian service.

Step 4: The student and supervisor fill out the Christian Service Evaluation Form (face to face).

Step 5: Turn in the completed Christian Service Evaluation Form to the high school office.

Examples of Christian Service Opportunities

1. Local churches (Examples: grounds work, children’s nursery/programs, junior church, cleaning buildings, etc.)
2. Volunteering at the Humane Society or Animal Shelter
3. Helping a neighbor with yard work or shoveling snow, etc.
4. Helping a business or non-profit organization stock shelves or clean their facility
5. Volunteering on a local farm

Chestertown Christian Academy

Supervisor of Christian Service Guidelines

401 Morgnec Road, Chestertown, MD 21620

Phone: (410) 778-5855

(Questions may be emailed to Mrs. Tuttle-Smith at asmith@chestertownchristian.org)

As the supervisor of Christian Service, I understand the following:

- Understand that it is my responsibility to communicate with every student to when they are to report to begin their Community Service.
- Agree to properly orient each student volunteer with regard to the overall mission of this agency/organization as well legal matters, issues of confidentiality, emergency protocol, and any other matters of importance (if applicable).
- Understand that students are not to receive academic credit, scholarship, or monetary compensation for the work that they do for Christian Service credit.
- Agree to complete the evaluation form with the student and assign a "Supervisor Grade" in a timely manner after the student has fulfilled their required hours. I also understand that it is each student's responsibility to return the completed paperwork to CCA.
- Agree to hold the student accountable to their commitments once they have scheduled their time to aid their learning of time management and development of integrity.
- Agree to try to solve any problems encountered with the student with them first. If my efforts do not resolve the problem, I understand that I should contact the school administration for assistance.
- Agree not to require CCA students to engage in any activity that is not compatible with the CCA handbook or that violates the student's individual conscience.
- Agree to notify the school administration in the event that I will no longer be serving as the supervisor of the Christian Service.
- Agree to give honest feedback to the student on their service performance.

Chestertown Christian Academy Christian Service Evaluation Form

(Forms must be turned in by May 1st of the current academic year)

Date form submitted: _____

Part One: Student's Log Sheet and Personal Reflection

Student's Name: _____ Grade: _____

Service Description: _____

Responsibilities: _____

Date(s) of Service: _____

Total Hours Completed: _____

Personal Reflection – please write a brief summary about your experience and how you feel it affected you personally.

Part Two: Supervisor's Evaluation and Final Grade

Please write a brief summary about the experience you had with the student performing Christian service hours with you.

Please check one:

_____ Satisfactory – Student displayed exceptional service; attitude of graciousness; punctual; friendly.

_____ Unsatisfactory – Student displays unsatisfactory service; not punctual; poor attitude about serving.

Supervisor Name (please print): _____

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____