



# COVENANT COLLEGE

IN ALL THINGS CHRIST PREEMINENT

## Mark 10:45 Program Handbook

### Fall 2017 – Spring 2018

“Jesus called them together and said, “You know that those who are regarded as rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be slave of all. For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” Mark 10:42-45

“Serve wholeheartedly, as if you were serving the Lord, not men...” Ephesians 6:7

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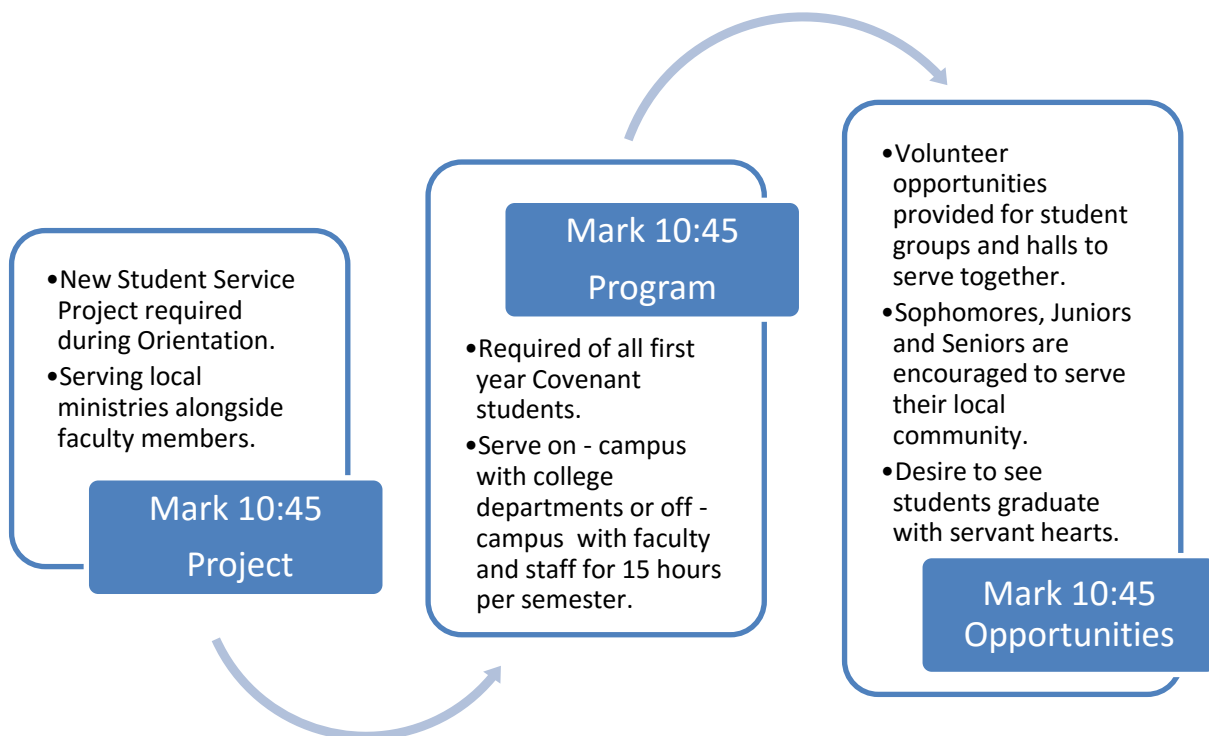
## General Information

### Mark 10:45 Program

Our Savior taught us that to be a leader one must first be a willing servant. Thus, we at Covenant believe that Christianity establishes the dignity of labor, and the Reformed faith in particular, emphasizes our duty to serve God by serving His church and His world in a variety of callings. As Christian brothers and sisters, we are all part of the body of Christ and, as such, we have different responsibilities to that body. To this end, Covenant College has implemented the Mark 10:45 Program (see Mark 10:42-45, I Corinthians 12, especially verses 12-27). The Mark 10:45 Program reflects the college's three-fold Statement of Purpose:

1. To further develop our identity in Christ as individuals and as His body.
2. To learn and apply a Biblical frame of reference (thoughts and attitudes).
3. To serve as Christ would serve (actions).

### Mark 10:45 – Service over Self



### **Mark 10:45 Project**

During Orientation week, new students will spend an afternoon with their Christian Mind class volunteering at a local organization or church. Students will get to hear about the organizations' work in Chattanooga and debrief with their Christian Mind professor after the project is finished.

### ***Mark 10:45 Program***

First year students are required to complete 15 hours of service per semester. First year students are involved in various assignments and projects on campus. The majority are assigned to Facilities Services or Athletics. Jobs include custodial cleaning of campus buildings, moving furniture, gym monitoring, and working at athletic events. Students can expect to work on teams with other first year students and a student team leader.

First year students may also find opportunities to serve off campus with churches or other organizations. One off-campus position available is babysitting for faculty and staff children. All off-campus opportunities must be approved by the Office of Student Development prior to beginning service.

Married students and part-time students are exempt from the Mark 10:45 Program.

### ***Mark 10:45 Opportunities***

A consistent thread of service-over-self will connect the required offerings at the outset of a student's time at Covenant with opportunities to volunteer willingly in order to serve the local community in the sophomore, junior and senior years. Our hope is that seniors will graduate with hearts tuned to serve, seeing others as more significant than themselves (Philippians 2:3-4).

Voluntary Mark 10:45 opportunities will be emphasized during the entire tenure of a student's time at Covenant. Whether it be hall service projects, Love Lookout, or other options that present themselves from Chattanooga and the surrounding communities, all students will have the opportunity to volunteer by contacting the Student Development office for information on Mark 10:45 opportunities throughout the year.

### ***Mark 10:45 Student Learning Outcomes***

The student learning outcomes for the Mark 10:45 Program are as follows:

**SLO1:** Prepare students for practicing Christ-like service.

**SLO2:** Show students how they could serve their community during their time at Covenant.

**SLO3:** Produce students who pursue volunteer opportunities on campus and in the community during their time at Covenant.

These outcomes are then assessed by surveys given during a student's time at Covenant.

### ***Nature of Mark 10:45 Program Service Activities/Areas***

- ◆ The majority of first year students are assigned to the Facilities Management or Athletics departments. They may also be assigned to other office departments or with faculty and staff.

- ◆ In order to receive service credit, an activity must be evaluated and approved by the Office of Student Development and fulfilled under the direction of a faculty, staff, or an off-campus service area supervisor.
- ◆ Service area assignments are determined during the pre-registration process and communicated to new students prior to their first semester of enrollment.
- ◆ Students must report to their service area supervisor during the first week of classes to schedule work times. **Service hours are not to be scheduled during chapel times.**
- ◆ If circumstances demand it, workers may be switched from one department to the other. Every effort will be made to accommodate the requests of the students and to staff all departments adequately. Any transfers between service areas must be approved by the Office of Student Development **and** be requested within two weeks after the first day of classes.
- ◆ Activities that cannot receive credit are those that receive financial support from the College or outside the college, and/or do not have a faculty or staff supervisor. Examples are student ministries, involvement in intramural and intercollegiate sports, and activities receiving compensation such as academic credit, stipends, or actual pay.
- ◆ Requests for Mark 10:45 service positions in a staff or faculty area should include a brief job description and be sent to the Office of Student Development. Requests are reviewed to see if they meet program criteria and may be granted on the basis of the review and the availability of students. The area supervisor's role in the Mark 10:45 Service Program is to work with the students to demonstrate the value of all work, as well as provide them with a role model of a Christian work ethic.

### **Mark 10:45 Service Program Requirements and Policies**

#### **Participation and Exemption**

Participation in the Mark 10:45 Service program is required of all full-time Covenant College first year students. Full time students are those taking 12 hours or more. Students are required to complete 15 hours of service each semester.

Those exempt from the Mark 10:45 Program are married students and part-time students.

#### **Illness**

When students miss their Mark 10:45 hours due to illness lasting less than 5 days, their hours must be made up. Students must notify their supervisors as soon as possible if they are going to miss service hours due to illness. To be excused from service hours because of an illness, the student must be ill for a minimum of 5 days, and a verification notice must be sent from the college nurse to the Office of Student Development.

#### **Tracking of Hours**

The tracking of service hours is up to the area supervisor. The supervisor will inform the student how the time should be recorded, but the student is responsible to ensure time served is properly and accurately recorded.

## **Failure to Participate**

- ◆ Students who fail to perform their Mark 10:45 service assignments in an acceptable and timely manner will be subject to disciplinary procedures.
- ◆ If a student misses his/her service hours, he or she must contact his or her service area supervisor as soon as possible to explain the reason why and schedule a time to make up the missed time and/or task.
- ◆ If a student fails to perform his or her service acceptably, the supervisor is responsible to report the failure to the Office of Student Development. “Holds” limiting student access to information through BANNER will be put on a student’s account for all non-completed service hours.
- ◆ Supervisors should be sure that copies of all data (memos, time sheets, notes on phone conversations, e-mails, etc.) concerning the student’s incomplete or unacceptable service performance are forwarded, ASAP, to the Office of Student Development so that appropriate action can be implemented.

## **Disciplinary Procedures**

The disciplinary procedures will begin if the student fails to answer communication from his or her supervisor regarding the incomplete or unacceptable task performance or fails to fulfill an agreement to make up the missed assignment.

It may be determined by the Office of Student Development that, if necessary, the hours be performed in a different service area and at times other than normally scheduled.

The college will make a strong and reasonable effort to help students illustrate Christ’s sacrifice in their lives by their service. If those attempts fail to help students satisfy the Mark 10:45 service requirements, a disciplinary process will be necessary to instill further opportunity to grow. This initial process will be informal and include reasonable efforts to communicate with the students regarding the completion of their service. If after the college has made informal and reasonable efforts to help students satisfy the requirements and there is no resolve, then formal action will take place. These are the disciplinary policies and procedures:

1. When a student misses a Mark 10:45 service assignment, has not scheduled hours for a Mark 10:45 service assignment, or has been unresponsive to their supervisor’s attempt to contact them, he/she will receive a warning from their supervisor and Student Development. The warning will include a deadline by which the student needs to schedule their hours and show up to complete them.
2. If the student misses that deadline without any attempt to contact his/her supervisor or Student Development, a hold will be placed on grades and transcripts, and the student will be unable to register until the hours are completed. Student Development will notify the student via email about the hold.
3. If the student communicates to his/her supervisor, schedules hours, and starts to complete the required amount of service hours, holds will be removed upon the supervisor’s request.
4. If a student leaves at the end of the semester without completing the assignment, a hold will be placed on his or her grades and transcripts and the following will apply:

- a. If the student plans to return to Covenant but has not fulfilled the Mark 10:45 service requirements, he or she must make arrangements with his or her supervisor to make up the hours before leaving. If the supervisor has no work for the student, he or she must contact the Office of Student Development for other departments that need help, or hours must be completed over Christmas or summer breaks. The hours must be completed before the student may register for the following semester and begin attending classes.
- b. If the student is not returning to Covenant for the following semester, he or she must perform his or her number of unfilled hours as community service for an approved organization. Students not completing the required number of Mark 10:45 service hours as freshmen must perform custodial, non-paid duties to satisfy the requirement. Approval forms are available from the Office of Student Development. After the organization is approved and when the community service is completed, the responsible supervisor must contact the Office of Student Development stating the student's satisfactory completion of the required hours. The student must also complete an off-campus service form detailing his/her experience. Once the Office of Student Development receives both documents, the hold on the student's grades and/or transcripts will be released. If hours are completed before approval is given, the Mark 10:45 Service Program coordinator may decline credit for those hours.

It is the responsibility of the supervisor to follow these disciplinary procedures correctly **and in a timely manner**. It is not realistic to expect to discipline students when supervisors take two months to communicate regarding a student failing to perform his/her assignment or performing it in an unacceptable manner.

All questions concerning the policies and procedures of the Mark 10:45 Service Program should be directed to the Office of Student Development ([Mark1045@covenant.edu](mailto:Mark1045@covenant.edu)).

### **Federal Regulations**

In accordance with regulations implementing the Drug-Free Workplace Act of 1988, Covenant College has stated policies and procedures prohibiting controlled substances. The college also has extensive policies and guidelines for students and employees diagnosed as being infected with Acquired Immuno-Deficiency Syndrome (AIDS). A complete listing of these policies, as well as voluntary compensation in case of injury on the job, is available in the Human Resources Office or Health Services Department.

All students participating in the Mark 10:45 Service Program must view the "Blood-borne Pathogen" video(s). This is a safety requirement, and arrangements are made at the beginning of each fall semester for a group viewing of the required video(s). Any student who fails to see the video(s) may be subject to disciplinary procedures or having a hold placed on their grades.