



NCA HIGH SCHOOL SERVICE MINISTRY PROGRAM

Purpose & Goal of Service Ministry:

Our desire at Nazarene Christian Academy is to help develop our students into servant leaders. We want our students to be people of integrity; students who put their faith into action and make a difference in the lives of others. Our students will accomplish this by making sacrifices of time and energy and by putting the needs of others ahead of their own. We know that life principles will solidify character, and integrity will develop. These qualities are the foundation of servant leader.

Jesus set an example for us as that of a servant. He said himself that "... *the Son of Man did not come to be served but to serve and give His life as a ransom for many.*" Matt. 20:28

The purpose of Service Ministry at NCA is to encourage our students to look beyond themselves to the world around them, to realize felt needs, and to offer help, hope, and encouragement to those less fortunate. We believe that leadership skills will be developed through giving and serving in areas where a difference can be made.

Graduation Requirements:

A minimum of 40 hours of service ministry, accumulated over four years at the high school level, is required to meet the requirements for graduation. In order to gain continuity, we encourage that half of the hours served come from the same site/organization.

General Information

- All places of service, even those listed on our website and provided in this handout, must be preapproved by NCA's Service Ministry Coordinator or school administration. Credit may not be given for work done without prior approval.
- Service ministry hours are defined as volunteer work that is completed without compensation or credit for another entity/organization i.e. NHS or Scouting etc.
- **Prior approval for service is required** to avoid misunderstandings and to ensure that service hours will be credited toward his/her NCA graduation requirements. Your cooperation to the above guidelines is appreciated.
- Notice: The authorization form must be turned in when a service project is completed. For one-time service opportunities, those hours MUST BE TURNED IN WITHIN **within 30 days of service participation.** **We will no longer accept hours turned in after this time.**

- **LOG SHEET:** For service given weekly or multiple times, those hours must be recorded on the log sheet and then turned in at the end of each quarter. This avoids turning in separate service ministry forms for each time service is given to the same ministry/organization, Hours must be documented on an NCA Service Ministry Log Sheet. The date and length of time served must be recorded each time service is given and signed off by the site supervisor and turned in at the end of each semester along with a Ministry Authorization Form. **Log sheets will be required for hours to count. It will be the student's responsibility to keep up with the necessary documentation and turn it in at the end of each quarter.**
- Hours performed before May 1 will be credited for the current school year. Hours earned after May 1 will be credited for the next school year. No hours for work done without prior preapproval will be accepted or log sheets that are not consistently filled in for consecutive time served.
- We encourage our students to perform at least 10 hours of service each year rather than wait and try to accumulate a large number of hours at the end of their junior or senior year of high school.
- Volunteer work must be done at the site of the non-profit organization being served or at a designated location assigned by the organization. You cannot acquire hours by buying cans for the food bank. Also, hours worked for another club or group (Scouts, NJHS/NHS, etc) cannot be counted.
- Service hours performed at your church will only be accepted if the ministry is one of outreach or teaching (VBS, youth mission trip, nursing home ministry, shelter, etc.)
- Youth mission trips or camp counseling activities will have a maximum of 40 hours per week that will count. Actual time working on site will be counted - not travel time or days off.
- If you participate in a run or walk benefiting a non-profit organization, one hour of service ministry can be counted. However, if you help facilitate the event, the total number of hours you work can be counted as credit.
- Work for service ministry hours must be performed after school, on weekends or during the summer.
- New high school students who transfer to NCA will be required to serve 10 hours for each year they attend NCA. Service hours may not be transferred from a former school
- **Hours served at NCA:** Hours may be earned for service given to our school. Up to 12 hours may be earned for sports tournaments and other school-related service. **It is the responsibility of the student to get signatures and documentation turned in for hours served.** It is not the responsibility of the teacher to turn in documentation for students.

Students have the responsibility of finding a place to serve. Here are a few places of service we recommend and that many of our students have served with successfully. Remember that you are a representative of Nazarene Christian Academy wherever you serve and our expectations are that students would represent our school and Christ well.

Crowley's House of Hope

Harvest House / Burleson

Tarrant Count Food Bank

Union Gospel Mission, Fort Worth

Meals on Wheels (Summer delivery)

Big Brother/Big Sisters of Fort Worth

The Salvation Army/ Mission Arlington

Assisted living centers or nursing homes

Boys & Girls Club of Fort Worth

Ronald McDonald House

Special Olympics of North Texas

Any of the local hospitals/hospice centers

Wings of Hope Equine therapy

After school tutoring



Nazarene Christian Academy Ministry Service Pre-Authorization Form

Ministry Service Approval Date _____

Before

Prior Approval by (School Administration): _____

Please **PRINT** clearly

Today's date: _____

Student's name: _____

Student's grade: _____

Site name: _____

Site address _____

Description or Event _____

Contact person at site: _____

Phone number of contact person: _____

Note: Hours given must be from a non-profit ministry/group.

-----Do not detach – return this form to NCA for signature-----

Write a brief description of your work/responsibilities at the site....

After

Number of hours worked: _____ Dates worked: _____

Site Supervisor signature: _____ Position: _____

The above information is true and correct: (student signature): _____

Parent signature (if hours earned off campus): _____

Teacher signature (if hours earned are on campus): _____



**Nazarene Christian Academy
Service Ministry**

LOG SHEET

Use this log sheet for service hours given over time to a single non-profit ministry/group. Submit one form for each **quarter** of service given. Summer hours may also be recorded on this log sheet. A separate log sheet is required for each place of service where multiple hours are given. Turn in at the end of each quarter.

Student Name _____

Place of Service: _____

Contact Person at Site: _____ **Phone:** _____

Work/Responsibilities: _____

Date	Start Time	End Time	Total	Supervisor Signature
Semester Total				

The above information is true and correct.

Student Signature _____ Date Submitted: _____