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Dallas Ministry Center Staff Guidelines Booklet

Welcome...

...to the Dallas Ministry Center! We are so glad to have you serve with us. Our purpose is to glorify God in all that we say and do. In keeping with this goal, there are certain expectations and responsibilities that we ask you to uphold. These guidelines are not meant to place restraints on your freedoms, nor are they meant to be a stumbling block to those who uphold them. Rather, they are a means of fulfilling our ultimate goal of bringing glory to God.

Although we expect you to observe these guidelines while you are here, our desire is not so much outward conformity as it is an inward renewal. Your actions should not be a means of gaining approval from God or from man. Obedience is a result of a heart desire to please God, and from the work of the Holy Spirit in our life. This is the governing principle behind this guidelines booklet.

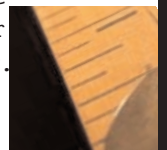


Accountability

Staff members are expected to maintain daily disciplines during their time here including Bible reading, prayer, Scripture memory, honoring the Lord's Day, and early rising. Several of these disciplines are discussed in detail later in this booklet.

You will receive an accountability sheet upon arrival. Please fill out accountability sheets on a regular basis and turn them in to the Assistant for Staffing and Discipleship on a weekly basis during your accountability meeting. Please be accurate and transparent when filling out accountability sheets! Please take the initiative to get new accountability sheets if you run out during your stay.

All staff members are expected to make wise use of leisure time and to maintain proper rest by observing curfew, reasonable lights out time and rising early. Please do not leave your room after curfew unless there is an emergency.



Weekly Schedule

7:30 am	Staff Wisdom Search (During EXCEL)
8:00 am	Breakfast (brunch at 10 am on Saturdays)
12 noon	Lunch
5:30 pm	Dinner (5 pm Saturdays and Sundays and 6:00 during EXCEL)
7:30 pm	Scheduled evening activity
10:00 pm	Lights out

Punctuality is expected at all times. Staff members are expected to be present at each scheduled activity unless they have been given permission by their authority to be absent.

Please come prepared to share at Wisdom Search, Prayer Meeting, and Girls Bible Study. Out of respect for others, please do not bring drinks to these activities.

You are allowed approximately 30 minutes to eat your meal, after which time all staff are expected to help with clean-up.



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General Guidelines

We encourage staff to make Scripture memory a regular practice. Please plan to memorize at least one verse of Scripture per week during your time of service. Scripture will be recited during your weekly accountability meeting.

An exercise room is available for use during your stay. Please request permission to exercise on study nights.

Two pianos are available for practice during afternoon breaks. Please request permission to practice on study nights.

Serving on staff is a great way to build lasting friendships. Please show deference to others at all times and remember to be inclusive in your friendships and avoid cliques. Pairing up should be avoided. Please do not gossip or speak critically of others. Remember to treat others the way you want to be treated.



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Evening Activities

Monday	Study night
Tuesday	Prayer meeting
Wednesday	Study night
Thursday	Bible Study
Friday	Recreation Night
Saturday	Outing/ Personal time (activities vary week by week)
Sunday	Sharing Time/Video

Curfew is at the close of the evening's activities. Staff members are expected to be in bed with the lights out by 10 pm. Please do not linger or congregate in the halls after activities.

Monday and Wednesday nights are designated study nights. In order to use this time wisely, please bring study materials from home. The Staffing Office can provide you with books to use during this time, if necessary.



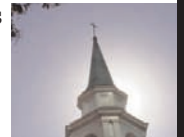
Sunday Guidelines

On Sundays, please be in the lobby and ready to leave for church by 10:30 am at the latest, unless otherwise instructed.

Sundays are reserved as a time of rest at the Ministry Center. In keeping with this, we fast breakfast on Sundays and encourage you to do the same unless you are physically unable to do so. Please notify the Assistant for Staffing and Discipleship if you require food and it will be set aside for you on Saturday evening. Sometimes leftovers are available for lunch after church.

Upon arriving back at the Ministry Center after church, all staff is required to go to their rooms and remain there until 3 pm. Please be sensitive to those who may be resting in the afternoon by staying quiet throughout the afternoon.

Please do not do chores and laundry on Sundays unless absolutely necessary.



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Room Responsibilities

All rooming assignments are coordinated through the Hospitality Department. All staff members should expect to share a room with at least one roommate. Siblings of the same gender generally room together. Girls and guys room on different floors. Do not close end suite and wing doors without permission. Please do not go into each other's rooms.

When answering a knock at your door, always ask who is there before opening the door. Please do not lean or talk out of any window.

Please notify your authority as soon as possible if you are ill or are unable to attend an activity or appear for work.

Please do not remove, rearrange, or otherwise change the furniture in your room in any way without checking with the Hospitality Department. You may use the nails or holes already in the wall, but please do not add nails, tacks or pins to the wall or tape things to the wall.



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Room Responsibilities Continued...

Sheets, bedspreads, and towels are provided for your use while you are here. However, you may bring these items with you if you desire to personalize your room. Laundry slots are assigned by room and are posted on the door of the utility room. Please check to see when your laundry slot is. Irons and ironing boards are located in the wings at either end of the halls. Be careful to unplug irons after use. Please do not iron on study nights without permission.

Please be conscious of utilities. Turn off unnecessary lights, close blackouts, turn off heating / AC when not in the room, and limit the length of your showers.

Gum should not be chewed outside your room. Please limit the amount of snacks you keep in your room and be sure to clean up crumbs to avoid attracting roaches and mice. All snacks in your room must be kept in air tight containers.



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Clothing

"The apparel oft' proclaims the man." -Shakespeare. Though clothing is not necessarily a comprehensive judgment of one's character, it is often an accurate reflection of what is inside. Clothing should reflect the personality and character of the Lord as well as one's own convictions and individuality. As in all walks of life, one's clothing should be an outward reflection of a healthy relationship with the Lord, as well as honoring parents.

Please wear clothing suitable for the environment in which you will be working. Strive for a neat, professional appearance at all times.

If you need clarification as to what constitutes appropriateness, please do not hesitate to ask. The following guidelines outline what we expect of our staff members. Please carefully read over the topics covered and contact us if you have any questions or concerns.



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Lady's Clothing

Skirts should fall at least 2" below the knee when sitting or standing and should not cling in any way. This means your entire knee should always be covered. If you have a skirt with an opening (e.g. open kick pleat, slit, flap that buttons) please make sure the opening does not come higher than two inches below the knee when sitting or standing. Please do not wear wrap skirts (mock wraps are acceptable).

Pants, shorts, or culottes are to be worn only in your room or in the exercise room. For some outdoor activities, pants are permitted for safety reasons. However, these should be of modest cut and not cling. Please do not wear jeans.

You may wear nice denim at night or on the weekends, but please do not wear it during work hours.

Please do not arrive or depart from the DMC in pants



Lady s Clothing Continued...

Shirts, blouses, and tops should not pull or cling in any way. Stress marks should not be seen on shirts. Blouses should not be gapping at the buttonholes. Necklines must not fall any lower than three fingertips below the collarbone. Please make sure that your shirt is long enough so that your back and stomach are not exposed at any time. Please do not bring garments that have designs or words on the front or back that attract inappropriate attention. Please avoid sheer or see-through blouses. We ask that you do not wear sleeveless tops or dresses unless you wear another top over them.

Please wear shoes appropriate for your work (i.e., tennis shoes or casual shoes for kitchen and hospitality, dress shoes for church or banquets). Bring a pair of shoes with good support, as staff are on their feet quite a bit. Open-toed shoes and sandals are permitted only in the evenings and on weekends. Plastic flip-flops (i.e. shower shoes) are permitted only in your room.



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Lady s Clothing Continued...

When working in the kitchen, hair must be pulled back off the neck and shoulders. If it is more than two inches in length, it must be in a hairnet, a bun, or restrained in some other way. A loose ponytail is not acceptable. Bangs may be loose as long as you use hairspray or clips to hold them in place.

Food prep members may not wear jewelry while in the kitchen. This includes rings, bracelets, and watches.

If you wear fake nails or nail polish while working in the kitchen, please wear gloves. Gloves should also be worn if your nails extend past the ends of your fingertips

You must be fully clothed (shoes and all) whenever you are outside of your room.

Please do not borrow or share clothing, except between sisters.



Men s Clothing

Please strive for a neat, professional appearance at all times. Pants should be clean and pressed. We recommend khakis or other work pants during the day. EDU s and cargo pants are acceptable if they are solid in color. Please do not wear blue jeans for work, or to any DMC function. Sweats and fatigues are not appropriate for the workday. Shorts may only be worn in your room or in the exercise room.

W ear shirts with collars (polo shirts, button down shirts, etc.) and tuck in your shirttails. Do not wear garments that have designs or words on the front or back that attract inappropriate attention.

Shoes should be kept neat and clean. Work boots and/or tennis shoes are recommended. Please do not wear sandals or flip-flops during work hours. Plastic flip-flops (i.e. shower shoes) are only to be worn inside your room.



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Communications

We desire to keep your heart turned towards home during your time here. In keeping with this, please make sure to stay in touch with family and friends.

Phones are located throughout the building and may be used throughout the day. We recommend for you to call home at least once or twice a week. Phone calls may be made to immediate family members only. All calls must be made collect or charged to a personal calling card. No calls should be made after 9 pm or between 1-3 pm on Sunday afternoons. Cell phones are permitted while at the Ministry Center. However, you will need to turn in your phone to the Assistant for Staffing and Discipleship during the work hours and before curfew each night. You are free to use your phone during afternoon breaks and evening free time, but never during work hours or staff activities.



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Communications Continued...

Letter writing is a form of communication that we encourage as a means of keeping in contact with family and friends. Staff members are not permitted to receive mail from the opposite gender other than immediate family.

Laptops, PDAs, and Palm Pilots are not permitted. Exceptions are made on a case-by-case basis. To request permission to use any of the above items during your stay, please contact the Assistant for Staffing and Discipleship before your arrival.

Staff serving for a minimum of three weeks are allowed computer access during afternoon breaks. This is a privilege and if abused will immediately be revoked. Computer use is strictly for checking e-mail and facebook. No youtube, videos, blogs, music, movie trailers, etc.

Your time on the computer must be limited to 15 minutes per day and you may only use the staff coordinator's computer.

Please do not bring CD players, radios, CDs, or Ipods with you.

Dallas Ministry Center

Thank you for coming to serve with us at the Dallas Ministry Center!!! We are so grateful for you and your time. We hope that you enjoy your time here and that you make friendships that will last a lifetime.

In order for all of us to be on the same page, we request that you sign this form acknowledging you have read and understand the guidelines in the Guideline Booklet and that you will obey them during your stay.

Signature: _____ Date: _____

We also ask that your Father or Mother sign this form agreeing, that you have read the Guideline Booklet, that they agree with the guidelines, and that they will be supportive if correction is given.

Parent's signature: _____ Date: _____

