

Recording Your Ministry

The student is the Christian minister. It is the Christian minister's responsibility to report the hours of service on a CM form. Please turn in originals only, but photocopy them for your own records. Photocopies are not allowed to be turned in for credit unless first cleared by the Director of Christian Ministry. We do NOT want parents or volunteer coordinators to mail in your records. The supervisor should initial EACH day of ministry. Also, the supervisor must fill out their information at the bottom of the form and sign the form. N.B. The supervisor must be an adult. Parents may not sign as supervisor in lieu of the actual supervisor. The STUDENT should turn in forms to the Director of Christian Ministry in D21. **Only current original CM forms are accepted! (no fax, no scan, no copy)** CM forms are available in D21 and may be downloaded at the bottom of the Christian Ministry page. ALL sections of the CM form must be complete for hours to be added to the student record. **CM forms MUST be turned in within 6 weeks of completion of the work that is being documented. ANY CM forms turned in later than 6 weeks after completion of the work will not be accepted and are considered null and void. The only exceptions are summertime hours and end of year hours. Please see Deadlines section on the Christian Ministry page.**