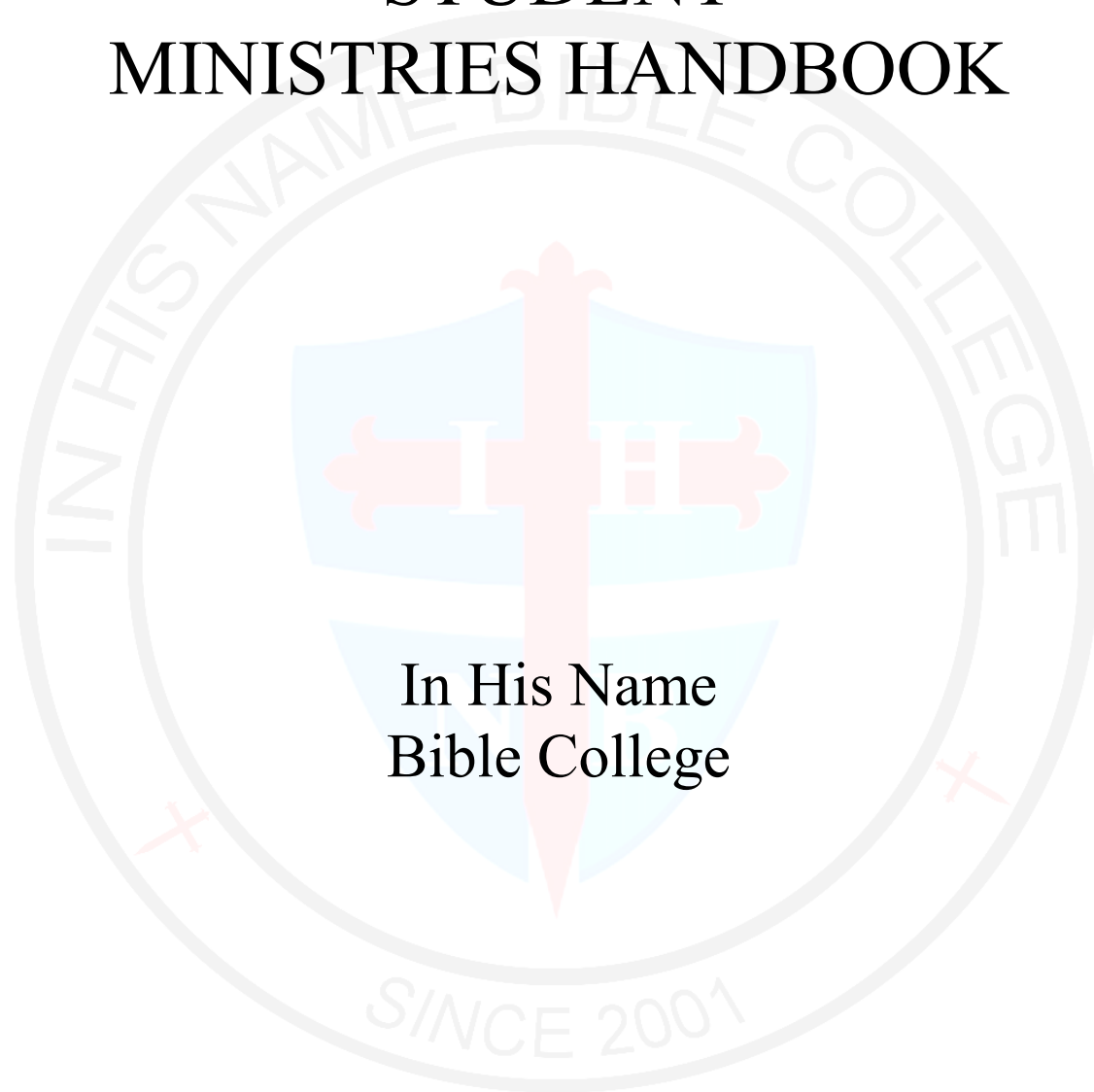


# STUDENT MINISTRIES HANDBOOK



In His Name  
Bible College

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## INTRODUCTION AND BIBLICAL FOUNDATION

The Student Ministries Handbook is designed to help familiarize the students with the Student Ministries Program of "In His Name Bible College" also referred to as "IHN Bible College". The Student Ministries Program has two distinct areas, Student Outreach and Ministerial Internship.

The primary reason the College exists is to train workers to fulfill the Great Commission given by Christ, *Go into all the world and preach the gospel to all creation. (Mark 16:15 NASB)*.

The Student Ministries Program has been designed to provide opportunities for students to experience actual ministry under the guidance of the College as a part of their ministerial training. The ministry program reflects the teaching of Ephesians 2:4-10 and Romans 12:3-8 that all Christians who make up the body of Christ are called to and gifted for various ministries. Students will have the privilege and opportunity to exercise their gifts, talents, and calling in many different types of service within the church and the community.

The College seeks to focus high priority on the ministry training of students through the Student Ministries Program. Each student will have the privilege to go beyond the classroom and apply lessons which are presented in the classroom in practical ministry.

The challenge of fulfilling the call to ministry was given when Jesus declared, *Do you not say, 'There are four months, and then comes the harvest'? Behold, I say to you, lift up your eyes and look on the fields, that they are white for harvest (John 4:35 NASB)*. This is why we do not wait until you have completed your training to get you started in ministry. The harvest is ready NOW!

### STATEMENT OF PURPOSE

The College believes that the foundation of all ministry is service. Ministry is not limited to those who are called to a full-time ministry, but every Christian has the opportunity and responsibility to serve. As servants of Jesus Christ, each believer is a minister, a servant with a call to serve. For this reason, every student can find a place in ministry while attending the College.

A wide variety of ministry opportunities are presented in this handbook. In offering these ministry opportunities for students, the College, under the guidance of the Holy Spirit, seeks to fulfill the following goals:

1. to increase understanding of a wide variety of types of ministry and the importance of working together with God to fulfill His purposes;

2. to discover your ministry gifts and increase your ministry skills through training, experience, and spiritual development;
3. to increase understanding of all facets of the various ministries;
4. to help you develop interpersonal skills necessary for functioning as team member with fellow workers, learning tact, teamwork, and cooperation;
5. to help you mature by learning self-discipline, faithfulness, and adaptability.

These goals apply to both the Student Outreach Program and the Ministerial Internship Program and serve as guidelines to measure student involvement and development in ministry.

### **OBJECTIVES**

The following are objectives of the Student Ministries Program:

Personal - To grow in self-discipline, maturity, adaptability, enthusiasm, and positive outlook;

Spiritual - To acquire consistency of testimony, practical faith in God and spiritual maturity with a consistent devotional life;

Relational - To manifest and demonstrate love for people, tactfulness, teamwork, concern for others, and a cooperative spirit;

Training - To participate in ministry learning experiences on a regular basis, demonstrating punctuality, dependability, responsibility, leadership, and devotion to the ministry;

Faithfulness - To manifest responsibility and faithfulness to the ministry assignment;

Ministerial fulfillment - To experience the accomplishment of service to Christ.

### **GENERAL POLICIES**

#### **ASSIGNMENTS**

Since preparing students for ministry is the primary goal of the College, student assignments to outreach and intern ministries provide important practical development experience. Once an assignment has been finalized, a student is expected to be faithful to that assignment.

All students are expected to complete and submit a Student Ministry Interest Survey form during registration at the beginning of each school year to the Director for consideration.

The Director will review student ministry positions available and make appropriate outreach and intern assignments based on the student interest and the skills and experience necessary for existing opportunities.

Ministry assignments will be made during the first two weeks of the school year. The student will be notified of his/her assignment with details regarding dates, times, and locations.

### **ASSIGNMENT CHANGES**

Students are expected to remain in their ministry assignment the entire semester. Changes in ministry assignments must be approved by the Academic Dean. The Academic Dean must give permission in *advance* for a student to be absent from his assignment, except in cases of emergency or illness, in which case you must notify the mentor in your assigned area of ministry so that your responsibilities can be covered by someone else.

### **TRANSPORTATION**

Students will be expected to provide their own transportation to their ministry assignments. The exception would be a group ministry trip planned by the College where group transportation is arranged by the College.

### **REMUNERATION**

The College does not provide remuneration for involvement in student ministries.

### **IDENTIFICATION BADGES**

Badges will be issued to each student participating in the Student Outreach and the Intern Program. The ID badge may be purchased at the Administrative Office for a cost of \$5.00. Replacement badges may be purchased from the Administrative Office for \$2.00. Students are required to wear their ID badges for all ministry assignments.

Any and all fees may be waived by the college campus administration if so desired. Please check with your campus Administrative Office to see if fees are required.

### **EVALUATION CRITERIA**

Student ministry will be evaluated on the basis of:

1. Attendance - Faithful attendance is required at the planning and evaluation sessions and is also required at the assignment point ministry.

2. *Attitude* - A spirit of enthusiasm and cooperation is to be evidenced at all times.
3. *Participation* - Students are expected to participate faithfully in all aspects of the student outreach ministry and to successfully complete all assigned tasks.
4. *Spiritual Growth and Development* - Students are expected to demonstrate growth in spiritual maturity and development in understanding of ministry.

## SCRIPTURAL AND BEHAVIORAL STANDARDS

### SCRIPTURAL STANDARDS

1. Acts forbidden by Scripture are likewise forbidden by those participating in the Student Ministries Program. Those acts include such things as drunkenness, theft, profanity, dishonesty, occult practices, premarital/extramarital and homosexual sex (Galatians 5:19-21; Romans 13:13-14).
2. Members of the Student Ministries Program should support one another and avoid destructive behavior involving envy, lust, bitterness, unforgiveness, slander, discrimination, criticism, prejudice, gossip and immodesty (Jeremiah 9:3-19; Ephesians 4:29-32; Galatians 5:19-21).
3. Proper respect and submission to authority.
4. Choosing entertainment that is not in opposition to Scriptural standards or spiritual growth (Philippians 4:8; Colossians 3:1-2)

### BEHAVIORAL STANDARDS

Each student must...

1. Agree to accept the rights and responsibilities of membership within this Christian body based on Biblical principles.
2. Understand the need to balance personal rights and freedoms in light of the needs of the larger educational community.
2. Demonstrate a respectful attitude toward other members of the body including administration, students, faculty and staff.
4. Seek continued growth and development as a Christian exhibiting a Christ-like lifestyle.

## **Public Display of Affection**

It is expected that students will demonstrate public and private behavior in their dating relationships that is glorifying to God. The following standard of conduct has been adopted and will be enforced.

### Appropriate behavior in dating relationships:

1. Sitting together.
2. Holding hands or walking arm in arm.

Some cultures in certain countries may have a differing belief in what is appropriate behavior for dating. Please be aware of these and uphold them should they apply in your country. Example: Some areas do not allow touching of any kind until they are married.

### Inappropriate behavior in dating relationships:

1. Leaning or lying on each other.
2. Petting, fondling or caressing each other.
2. Extended periods of kissing.
4. Sexual relations outside of marriage are strictly forbidden.
5. Placing hands on a thigh, leg, or in the pocket of another person.

## **Entertainment Standards**

What a Christian student views, listens to, and participates in should be governed by the knowledge that as a believer, the resident life of Christ accompanies them at all times.

1. Entertainment that identifies with attitudes, philosophies, or segments of society in opposition to Christian principles is not acceptable.
2. Beyond personal discretion, the College prohibits indecent movies (with PG-13, R or X ratings, MTV, VH1 in the United States) and music containing profane or inappropriate lyrics, whether on or off campus.
3. Social dancing in places where alcohol is being served is not an approved form of entertainment.
4. Possession or use of alcohol, tobacco, and/or illegal drugs is forbidden.

## **Appearance/Dress Standards**

The dress code at “IHN Bible College” and its extension campuses is designed to be a tool to help students prepare to relate to professional life, leisure time, private time and athletic activities in a proper way. The College expects all students to be clean, neat and dressed in good taste. Avoid bizarre or extreme styles. The Bible emphasizes the



importance of modesty, simplicity and neatness in respect to dress and personal appearance.

All appearance standards specified below are to be observed on campus or off campus at school related activities or events. They apply to all students, single or married. The dress code is in effect throughout each semester, during summer sessions, and to all students on campus during vacation and holiday periods.

The College reserves the right to declare any single piece of clothing as suitable or unsuitable attire for any occasion.

The following appearance/dress standards apply:

1. No bare midriffs.
2. No tight clinging clothing (i.e. spandex).
3. Leggings or tight pants must be covered by a top longer than the hip area.
4. Shirts and shoes must be worn at all times.
5. Low cut or backless attire is prohibited.
6. No short skirts or short shorts.
7. The wearing of visible pierce jewelry is limited to earrings.
8. Hair color changes are limited to natural human color choices.
9. No sheer clothing.
10. Appropriate undergarments required at all times.
11. Swimsuits are not allowed at anytime on campus.

It is necessary to maintain minimal regulations consistent with respect for one another. Guiding principles include moderation, modesty, neatness, cleanliness, good taste, and propriety.

Appearance or dress that identifies with attitudes, philosophies, or segments of society in opposition to Christian principles is not acceptable. Clothes that draw undue attention to the body are not permitted.

Appropriateness to time, place and activity should determine dress, within the guidelines above. Students should use good judgment and common sense in hair length, and styles. Extreme styles in hair, makeup, jewelry, and apparel are not permitted. Hats should not be worn in class, chapel or any worship service.

All students must be clean and well groomed. Students are encouraged to cultivate the habit of looking their best in public. The College reserves the right to establish special requirements for students who wish to have leadership positions, participate in chapel services, or represent the College off campus.

## ACCOUNTABILITY

Although there is much we share in common as a body of believers, there is a need to understand that we also come as individuals with a variety of backgrounds and perspectives. It is the desire of this College to recognize the rich individuality of our body, but we must also seek to establish standards which will enhance the effective functioning of this community.

Each member of IHN Bible College must commit themselves to the responsibility of living within established standards. When a member of the community fails to meet the responsibilities upon which they have agreed, then there is a need to hold the individual accountable. The purpose for accountability and discipline at the College is to provide an opportunity for understanding, personal growth, and development.

### DISCIPLINARY ACTIONS

It is the desire of the College that student discipline and grievances are resolved at the lowest level possible and as expediently as possible. An attempt should be made to resolve issues informally with the person(s) or office involved in accordance with Matthew 18:15. When such an approach proves inconclusive, any one or combination of the following disciplinary actions may be administered. Throughout these procedures, it is the intent of the College to counsel individuals involved.

### PROBATION

Stipulations may include counseling, restitution, or restrictions. Although academic standing is not affected, the student may not represent IHN Bible College in any way (student government or leadership, musical groups, athletics, etc.). The parents or guardians may be notified of the disciplinary status and or actions.

### WITHDRAWAL

In some cases a student may be asked to withdraw from the Student Outreach or Intern programs. The student will not be allowed reentry without prior approval from the Academic Dean.

### IMMEDIATE DISMISSAL

In the case of what the College deems a severe violation of standard in action and/or attitude, the College reserves the right to immediately dismiss a student from school. Appropriate notation on the permanent student record will be made noting reasons for such termination.

**Note:** In His Name Bible College reserves the right to restrict the presence of a former student on College property (i.e., students dismissed or withdrawn for disciplinary reasons).

## **APPEALS**

All issues for appeals will be reviewed by the Appeals Committee, consisting of the IHN Bible College Board of Directors with the Academic Dean presiding. All issues are handled in a confidential manner.

In cases where informal discussion appear unsuccessful in resolving the problem to the satisfaction of the student, the student must:

1. Submit a letter of appeal to consider the grievance. This request must be submitted in writing within five (5) business days from the time the student was informed that disciplinary recommendations would be carried out. Address the letter of appeal to the In His Name Bible College office, to the attention of the Academic Dean.
2. The written statement is to include all the issues and evidence which are to be considered.
3. Submit a list of witnesses, if any, and the essence of their proposed contribution.

A decision will be issued in writing to the student within a reasonable time (usually within ten (10) business days).

After a decision has been granted, the student may request in writing a meeting of the Appeals Committee to review the matter. Appeals are read, discussed and voted on by this Committee. The Academic Dean shall issue his decision in writing to the parties within a reasonable time. His decision at this point will be final and no further appeal is open to the parties at the College.

Appeals will only be considered if they are in accordance with the stated guidelines. Late appeals or attempts to circumvent the policy will automatically be denied.

## **STUDENT OUTREACH PROGRAM**

The College is committed to ministry training by making involvement in ministry a part of the overall requirements for graduation. The College desires the student ministry program to provide the student with challenging opportunities for service and to look upon these ministry opportunities as more than just meeting graduation requirements.

All full-time students (twelve units/credits or more) are expected to be involved in a student outreach assignment each semester. Students are required to attend their weekly ministry assignment, training sessions, and to submit planning and evaluation reports.

Students are required to be punctual and faithful in all assigned duties and projects. Students are expected to manifest a positive and teachable attitude at all times. Students will receive a ministry assignment card explaining their assigned responsibilities.

The following are requirements for student outreach ministry:

1. Attendance at student ministry planning and training sessions, as scheduled for various types of ministry;
2. Adequate time for preparation and completion of ministry assignment;
3. The submission of monthly ministry activity reports;
4. The completion of a self evaluation of ministry growth each semester.

### **MINISTERIAL INTERNSHIP PROGRAM**

Inherent in the goals of the Ministerial Internship Program is the training of students whose calling directs them toward the Pastoral Ministry of the church or toward some specialized field of ministry within the total dimension of the church program.

Interns serve and learn within the framework of the local church and para-church organizations for their laboratory experience. Under the supervision of mature leaders, the student is given opportunity to acquire skills and techniques relating to his calling.

#### **ENROLLMENT**

Ministerial Internship is an academic course. Students may earn credit toward graduation requirements upon satisfactory completion of course requirements.

The Ministerial Internship course is directed by the Academic Dean and will require the student to meet established prerequisites for the course.

#### **REGISTRATION**

Students accepted into the Ministerial Internship course must complete all required course registration forms and pay any required tuition fees.

#### **COURSE CHANGES**

Any changes in the Ministerial Internship course must follow the procedures listed under dropping and adding courses in the Student Handbook.

#### **MINISTERIAL INTERNSHIP REQUIREMENTS**

Students will receive two credits for each semester of student Ministerial Internship successfully completed.

The following are requirements for ministerial internship:

1. Attendance at student ministry planning and training sessions.
2. Adequate time for preparation and completion of ministry assignments.
3. The submission of weekly and monthly ministry activity reports.
4. The completion of a self-evaluation of ministry growth each semester.
5. The completion of one missions outreach;
6. Completion of academic courses;
7. General attitude, behavior and spiritual development.

## **MINISTRY TRAINING SESSIONS**

### **Church Ministry Overview**

The first phase of internship is the Church Ministry Overview training. The Intern Director will assign each Intern to serve approximately one month each in several departments. Time in Church Ministry Overview is flexible and may be adjusted on an individual basis. After the intern successfully completes Church Ministry Overview training, he will be assigned in his major to a Supervisor/Mentor for the remainder of his internship.

### **Ministry Major**

Students will be given special training in the type of ministry to which they have been assigned. This may involve special presentations by ministers experienced in that field, group discussions, reporting, receiving assignments and actual involvement in the specific ministries outlined.

## **TIME REQUIREMENTS**

The intern is expected to arrange his weekly schedule to fulfill the requirements of a minimum of fifteen hours per week in the total Ministerial Intern Program. Five hours of this time must be spent working under the guidance of one Supervisor/Mentor. This fifteen hour commitment includes attendance at services on Sunday morning for prayer, Sunday school, morning and evening Sunday worship services and one mid-week service.

The Supervisor/Mentor may require intern assignments to include additional special meetings such as promotional engagements, home fellowship groups or committee meetings. These additional meetings fall within the five-hour time commitment of the Supervisor/Mentor.

These hours are flexible and may be adjusted according to the needs of the department upon prior approval of the Intern Director.

## **STAFF/INTERN COMMITMENT**

### **Role Of Senior Pastor**

1. Familiarize the Intern with the vision and mission of the church.
2. Meet periodically with the intern for interchange of ideas and for spiritual guidance.
3. Help the Intern set reasonable ministry goals.
4. Work with the Intern Director on the progress of the Intern.

### **Role Of Intern Director**

1. Define the training program.
2. Provide appropriate in-service opportunities.
3. Chair the weekly classes.
4. Select any required reading assignments.
5. Evaluate written reports from Ministerial Intern.
6. Maintain a file for each Ministerial Intern.
7. Provide opportunities for ministry development.
8. Evaluate and issue grades each semester.

### **Role Of Ministerial Intern**

1. Remember that you are a trainee.
2. Learn to relate well to leadership.
3. Know the resources available to the minister in the community.
4. Understand the assigned duties, responsibilities and areas of limitation.
5. Be sensitive to the needs of others.
6. Be sensitive to the direction of the Holy Spirit.

### **Role Of Supervisor/Mentor**

1. Accept supervisory responsibilities for Intern.
2. Keep open communication with the Intern through regular meetings.
3. Offer his own style of leadership as a role model for discussion.
4. Agree to the hours required of the Intern as assigned by the Intern Director.
5. Work closely with the Intern Director in supervising the progress of the Intern.
6. Complete required reports/evaluations on the Intern. (These forms will give some reflection on the effectiveness, faithfulness, cooperation, attitude, character and teach ability of the Intern.)

## **AVAILABLE MINISTRIES**

Each student should prayerfully consider the various types of ministry opportunities offered through the College. Ministry assignments will be given during the first two weeks of the school year. The Director will notify the student as his assignment is approved and provide information regarding the time, location, and details of the assignment.

The assignment term will be specified by the Academic Dean. Students will be expected to attend the appropriate training sessions for the type of ministry to which they have been assigned.

Available ministries are divided into six primary types: Pastoral Ministries, Evangelism, Christian Education, Missions, Music and Drama, and Specialized Ministries.

### **Pastoral Ministries**

#### **Pastors/Associate Pastors**

This ministry is designed for those who desire to serve as pastors and associate pastors. Special emphasis will be placed on dealing with situations which are unique to pastoring. Associate pastors may wish to join groups most representative of their job description, i.e.; Ministers of Christian Education, Youth, Music, etc.)

#### **Preaching**

The College will arrange for opportunity to preach the Word of God in local areas. Special emphasis will be placed upon training the student to minister in a Biblical fashion to contemporary needs. The student will also be guided in learning the skills of scheduling services and contacting pastors for special services.

#### **Pastoral Care**

This ministry is designed for students who wish to be involved in counseling, hospital visitation, child care or feeding or other programs for the needy.

#### **Youth Ministries**

Opportunities for youth ministries will be available on the campus and in the local churches. Youth ministries include a wide variety of activities and ministry involvement which will help to advance personal skills and understanding of youth ministry needs.

#### **Family Ministries**

Family Ministry is designed to help the student understand and minister to the needs of the family unit; such as, food, clothing, housing, job opportunities, fellowship, child

rearing, family devotions, and the spiritual development of the family unit and other ministry opportunities to the family.

## **Christian Education**

### **Christian Education Leadership**

This area will include serving in a local church as ministers of Christian education, Sunday school superintendents, assistant superintendents and/or department leaders or coordinators, home Bible studies and other Christian education leadership roles.

### **Children Ministries**

Included in this ministry will be specialized ministry to children such as Sunday services, puppet teams, or neighborhood Bible clubs. Other opportunities may include Christian camping and nursery programs.

### **Sunday School Workers**

This ministry includes serving as Sunday School teachers and aids, service in bus ministry, visitation, daily vacation Bible schools, administrative duties and other support personnel for the Sunday School.

## **Missions**

### **Inner-city/Inter-cultural Ministry**

Inner-city ministry includes such activities as street meetings, drug abuse centers, feeding centers, rescue missions, etc. The ethnic minority groups found within each community provide opportunities for inter-cultural ministry.

## **Evangelism**

### **Evangelistic Team**

The College evangelistic team will provide opportunities which may include organizing, promoting and conducting revival campaigns and other types of evangelistic outreach efforts or activities.

### **Personal Evangelism**

Evangelistic activities may involve door-to-door or street evangelism, home Bible studies, special music, preaching, etc.

### **School Campus Evangelism**



Opportunity for ministry is available on many school campuses. Campus ministry will include small group teaching and discussion, witnessing teams, literature distribution, prayer groups, and other related activities.

### **Prison Ministry**

Prison ministry includes prison services, literature distribution, special music, and may include follow-up for released prisoners and helping them become established in a local church. Other services may include writing letters to prisoners and providing special items to prisoners when needs arise.

### **Television/Radio**

Ministry activities in this area will include serving as part-time staff for the various Christian television and radio ministries being conducted in the area. Ministry activities will also include serving as phone or office counselors and answering correspondence inquiries regarding salvation or spiritual guidance.

## **Music and Fine Arts**

### **Minister of Music**

This area of ministry is for students given the opportunity to serve in local churches as music ministers, choir directors or worship leaders.

### **Choir/Music Groups**

The choir and other music groups have opportunities for music ministries throughout the school year. Students will be expected to audition for singing groups. Selected individuals or groups will be given an opportunity for music ministry with the various outreach teams. Students may also find opportunities for music ministry within local church choir and music groups, both vocal and instrumental.

### **Drama**

This area of ministry provides an opportunity for those who want to use their abilities and increase their skills in using drama to present the Gospel.

### **Art**

This area of ministry is designed to provide students opportunities to develop and use their artistic abilities. Included in the area of ministry is designing and producing brochures, posters, stage sets, etc.

### **Flag and Dance**

This ministry is designed for students who wish to express praise and worship through flag and dance. Involvement in this area of ministry will help to advance understanding of worship through these mediums. Special emphasis will be placed on individual expression.

### **Mime**

This area of ministry provides an opportunity for those who want to use their abilities and develop their skills in using mime to present the Gospel message. Training and opportunities for mime ministry will be provided.

## **Specialized Ministries**

### **Ministry to Handicapped**

Ministry to the handicapped may include interpreting for the deaf, Christian training for the mentally handicapped, providing various services for the mentally and physically handicapped, etc.

### **Nursing Home**

This area of ministry provides an opportunity for those who want to use their abilities to minister to the needs of shut-ins. Ministry activities may include visitation, writing letters, singing, testimony, reading Scripture, and providing special items to the residents when needs arise.

### **Alcohol/Drug Rehabilitation**

Included in this area of ministry will be leading support group Bible studies, and counseling one-on-one. Other opportunities may include job training, organizing and/or leading chapel services, etc.