



Impact 360
INSTITUTE

100 Impact Circle
Pine Mountain,
GA 31822

impact360institute.org



Residency HANDBOOK

2023-2024

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Our Mission

At Impact 360 Institute our mission statement is:
"To Inspire and Equip the Next Generation of Disciples to Know Jesus More Deeply, Be Transformed in Character, and Live with Spirit-Empowered Influence."

CORE FOUR

Impact 360 Institute holds four values that it sees as the core of who we are. These values guide our thoughts, words and actions and serve as the backbone for our culture. These core four values are:



We are unashamedly committed to God's revealed truth.



We genuinely seek each other's highest good.



We intentionally develop apprentices of Jesus.



We creatively express faith for each new generation.

Our Mission

In addition to the Institute mission and core values, the programmatic vision statement for the Residency program is:



**TO EQUIP YOUNG
PROFESSIONALS TO BE
CULTURE-SHAPING,
CHRIST-CENTERED
SERVANT-LEADERS.**

We desire to see each of our commissioned Residents leave Impact with a robust foundation in each of these areas.

Meet the Team!

Below you will find short bios and contact information for just a few staff members at Impact 360 who will be working with you as a Resident. Feel free to reach out to any of these staff members according to their job title if you are in need of assistance or have any questions.

John Basie - Residency Director



Dr. John Basie serves as the keeper of the vision and direction of the Residency program. He teaches Residents each semester, while also coaching and regularly meeting with Residents throughout their program.

john.basie@impact360.org 706-616-2043

Mitch Jaeger - Residency Program Coordinator



Dr. Mitch Jaeger handles logistics related to the academic calendar and official Residency programming. Things like retreats, class, coaching, residency events, etc. will go through him.

mitch.jaeger@impact360.org 706-461-1361

Pastor Greg Brown - Spiritual Advisor



Pastor Greg Brown serves as a spiritual advisor, spiritual coach, and instructor for the Residency Program. He teaches for the Spiritual Formation Academic track, as well as provides soul care for Residents on an individual level.

greg.brown@impact360.org

Todd Foster - Associate Director of Student Learning & Living



Those working with the Fellows team (SDR's) will work closely with Todd throughout the year and he is also primarily responsible for things like your living arrangements. If you have any residential questions or concerns, Todd is your guy.

todd.foster@impact360.org 434-941-4537

Robby Cook - Facilities Associate Director



Robby Cook knows the ins and outs of campus, and if there is a problem with the facilities, grounds, or your place of residence, those can go through him. However, please refrain from contacting Robby personally for these issues until you have submitted a maintenance request through the [portal](#) found on sharepoint.

robby.cook@impact360.org 706-350-1755

Susan Miller - Human Resources Manager



Susan Miller offices at the CFA support center, but frequently visits Impact's campus. If you have questions about HR policies or other HR related concerns, Susan Miller is your person!

smiller@lifeshape.org 404-684-8513

2023-2024

IMPORTANT DATES

Fall 2023

LABOR DAY: September 4

Some SDR residents on coverage

HERITAGE DAY: September 25

UTAH: October 2-6

Fellows and 1st year Residents

SPIRITUAL RHYTHMS: October 17-20

TBD

NGU INTENSIVE (at Impact): October 23-26

No SDR's on coverage during intensives

THANKSGIVING BREAK: November 23-26

For SDRs, break begins after the residential staff close campus. Supervisors will communicate details. Contact your supervisor if you need to leave early

CHRISTMAS BREAK: December 9-January 1

For SDRs, break begins after the staff Christmas party. Supervisors will communicate details. Contact your supervisor if you need to leave early.

IMPACT STAFF CHRISTMAS PARTY: December 12

Break begins for SDRs

2023-2024

IMPORTANT DATES

Spring 2024

INTERNATIONAL IMMERSION: January 9-31

Student Discipleship Residents

IMMERSION BREAK: January 31-February 5

Student Discipleship Residents

RESIDENCY 2:10 RETREAT: February 15-18

WOMANHOOD RETREAT: March 7-9

Female Fellows and Residents

MANHOOD RETREAT: March 14-16

Male Fellows and Residents

NGU INTENSIVE (at NGU): March 17-21

No SDRS on coverage during intensives

SPRING/EASTER BREAK: March 22-31

For SDRs, break begins after the residential staff close campus. Supervisors will communicate details. Contact your supervisor if you need to leave early

D.C.(KINGDOM INFLUENCE): April 15-19

Fellows and 2nd year Residents

COMMISSIONING DAY: May 10

FELLOWS CHECKOUT DAY: May 11

All 1st & 2nd year SDRs required to work checkout day

RESIDENCY MOVE-OUT DAY: May 20

1st years living on North Campus are invited to live on South Campus through the Summer, but they must move to South by May 20th.

OLR and SDR

Organizational Leadership Residents and Student Discipleship Residents share in many of the Residency experiences, but there are also some distinct differences between the tracks. Below are some **general** guidelines for what to expect in your respective job.

ITEM	OLR	SDR
Coverage	OLRs do not work coverage on campus	SDRs work coverage, 1 night per week and 1-2 weekends per semester
International Immersion	OLRs do not participate in International Immersion	All SDRs participate in International Immersion
Work Hours	OLRs generally clock their work hours between 9-5 on weekdays (excluding travel and some Fellows programming pieces)	SDRs regularly clock hours in the evenings and some weekends, as their work schedule aligns with Fellows programming
Travel	OLRs participate in select travel experiences with the Fellows program	SDRs participate in most travel experiences with the Fellows program
Summer Work	OLRs work through the Summer between year 1 and 2 at Impact 360	SDRs are not able to work through the Summer at Impact

Dress Code Expectations

As a Resident and Impact 360 staff member, you have the opportunity to model best-in-class workplace culture by participating in our employee appearance and dress standards. Between the hours of 9-5 on weekdays, if you are present in the JCLC, please adhere to **employee appearance and dress standards**. At all other times, unless otherwise stated, please adhere to **residential dress standards**.

- Employees must appear professional, as appropriate for the job position or tasks for the day. At all times, employees are expected to appear neat, clean, and well groomed.
- Impact 360 Institute-issued nametags are required and should be worn on the right side of apparel.
- Tattoos on visible body parts must be covered.
- Jewelry shall be modest in appearance and worn in good taste. Excessive jewelry is not permitted.
- Earrings are not permitted on male employees. Female employees may wear earrings only in pairs, with a maximum of two earrings per ear. All earrings must be worn only in the earlobe area. Jewelry on visible, pierced body parts, other than the female earlobe, must be covered.
- Hair must be clean, worn in good taste, and be of traditional colors. For males, hair must not be below mid-point of collar and facial hair is prohibited.
- Fingernail polish and makeup must be worn in good taste, with nails clean and trimmed

For specific examples of dress code expectations for Impact 360 staff members, click the links below.

[\[Ladies\] Examples of Professional Attire](#)

[\[Men\] Examples of Professional Attire](#)

For specific examples of residential dress standards (aka anyone who lives on Impact's campus), click the link below. This includes information on casual and athletic attire.

[Residential Dress Standards](#)

Standards of Professionalism

As an Impact Resident, you are a vital member of our professional team. As a result, your commitment to professionalism and integrity on and off campus is critical to the success of the Fellows program. Below are our expectations for all Residents as they carry out their duties as a team member at Impact 360 Institute. If at any time you have a question regarding expectations, always ask your immediate supervisor or a member of the Fellows Leadership Team (Fellows LT) for clarity prior to engaging in any conduct in which you have doubts as to its permissibility. Those who are entrusted to carry out Impact 360 Institute's Christ-centered mission have a responsibility to do so as effectively as possible and to strive to exemplify Biblical teachings. Accordingly, we expect that such individuals will not only share our core beliefs but also conduct themselves in a manner that is consistent with those shared beliefs. We view this as vital for effective service to our mission.

Dating an Impact 360 Staff Member

Although there are no employee policies that prohibit dating a fellow staff member, we do ask that out of professional courtesy you speak to your immediate supervisor before engaging in a dating relationship with any other member of the Impact 360 Institute staff. Dating relationships between team members should be handled with great wisdom and care as even the healthiest of these types of relationships will affect the overall team dynamic. In addition, speaking with your supervisor prior to engaging in such a relationship ensures alignment with overall Institute expectations. This is especially important for staff members who live on campus amongst Impact 360 Institute students.

Employee policies intended to create a respectful workplace and prevent harassment include limitations on public displays of affection in the presence of other team members and students during AND outside of working hours.

Dating Students

Dating Fellows students is NEVER an option while employed in any capacity with the Impact 360 Institute. It is the responsibility of all Fellows staff to draw clear boundaries with all students in regards to romantic relationships of any nature – physical, emotional, or otherwise.

Standards of Professionalism

Student Guests & Visiting Student Rooms

When hosting any student in your apartment, we ask that you are intentional to have that student sit in your living area (chair, couch, etc.) and not on your bed. Students should remain in the common area of your apartment and should refrain from using your bathroom. Staff are not permitted to lie on furniture with students, sit on a bed with the student, sit in a student's lap, have a student sit in their lap, cuddle with the student, etc. Hosting multiple students at a time is preferable to just hosting one student at a time. We ask that when hosting a student guest you keep the main door partially closed to protect the privacy of conversation. The room should also be well-lit and blinds open. Having a student sleepover in a staff apartment is not permitted. An exception may be granted for circumstances such as student illness, but prior approval must be given by the student's LCC (Adam Story or Charmaine Porter) so contact your supervisor in the event that an exception is needed. When an exception is granted, another staff member or student of the same gender should also be present overnight. These same standards would apply to when a staff member is visiting a student's room. It is never appropriate for a staff member to spend the night in a student room or to engage in the physical behavior listed above while in a student's room.

Non-Student Guests of the Opposite Sex

As a professional staff member, you are afforded greater liberty in regard to hosting non-student guests of the opposite sex in your home than Fellows students. We ask that you use all care and wisdom in regard to setting appropriate boundaries so as to give no cause to doubt your personal and professional integrity.

Refraining from hosting non-student guests of the opposite sex late into the night and from engaging in extended public displays of affection, etc. are helpful in ensuring that students see you as a Christ-centered role model.

It is never appropriate to have a guest of the opposite sex stay overnight in your apartment unless that guest is an immediate relative such as a parent or sibling.

Standards of Professionalism

Use of Media

The Impact 360 Institute staff is asked to use sound judgment as they publicly engage in the use of all media including, but not limited to, television, film, music, Instagram, Facebook, and other forms of social media, etc. It is important to recognize that any time you are with a student you are representative of the Fellows staff. This includes engaging students over social media.

There are times when content will be used in the classroom for educational purposes that in any other setting may be deemed questionable. If there is a desire to use such media content for educational purposes outside of the classroom, it is requested that you discuss doing so with your immediate supervisor prior to using said media. For staff and students, all video games rated M or above must be approved by LCCs.

In addition, using Impact 360 Institute technology to engage in pornography or any illegal purpose, such as illegally downloading content, is strictly forbidden.

Sexual Behavior

We believe the Bible teaches that sexual behavior is exclusively reserved to occur within a monogamous Biblical marriage, and that Christians are to avoid any sexual behavior outside of such a relationship. We also believe that we are called to avoid activities that awaken or encourage sexual desire outside of its proper, God-honoring context, such as viewing pornography, engaging in sexual harassment, or sexually explicit communication.

Dress & Attire

Residents are expected to comply with the dress expectations as outlined in the Impact 360 Institute Employee Handbook and Residential Dress Standards. This includes the wearing of the Institute-provided name tag (on the right). There will be times when staff are asked to dress in specific Impact attire. Residents are asked to wear the requested attire for that day as instructed. If at any time you have questions regarding appropriate attire or grooming, please contact your direct supervisor.

Standards of Professionalism

Alcohol Use

It is never acceptable, while employed by the Impact 360 Institute to:

- Have alcohol anywhere on campus including your apartment or vehicle
- Engage in alcohol use off-campus while in the presence of Impact 360 students or during any Impact 360 Institute sponsored event
- Engage in alcohol use off-campus while on coverage
- Furnish or serve alcohol to a minor or any Impact student (regardless of age)
- Drive any vehicle while intoxicated
- Abuse alcohol including, but not limited to, appearing intoxicated or smelling of alcohol on campus
- Celebrate or encourage the misuse of alcohol with any Impact 360 Institute student
- Publish any photos to social media displaying alcohol or the use thereof

Driving Students/Impact Vehicles

As a Resident, you may be regularly called upon to drive students in one of the Impact vehicles to and from events. This is a great responsibility and should be treated as such. You should take every safety precaution when driving an Impact vehicle. You should drive distraction free at all times (no texting, etc.).

Whether driving with students in your personal or Impact vehicle, all traffic laws should be strictly obeyed. If at any time you do not feel comfortable driving a vehicle, you should contact your supervisor or the staff member responsible for the trip. If at any time you notice a concern with the condition or function of an Impact vehicle, it should be reported immediately.

Substance Abuse

It is never permissible to possess or use any illegal or unauthorized narcotic or other drug while in the employment of the Impact 360 Institute, including the misuse of prescribed medications.

Impact 360 Intranet

Upon receiving your Impact 360 email address, you should be able to log in and gain access to this site where you will find organizational news/announcements, staff directory/profiles, links to submit maintenance requests, register campus visitors, and more.

Tobacco Use

The use of tobacco on campus or in front of students at any time is not permitted. This includes cigarettes, e-cigarettes, chew, and any forms of smoking or consuming tobacco.

Standards of Professionalism

Master Key/Key Card Protocol

As Residents, you will have keys and or key card access to certain places on campus which students do not have. This will include access to specific suites in Legacy and Heritage. It is crucial that you handle this responsibility with the utmost professionalism.

It is never appropriate to enter a suite or student's room for a personal reason or to give a non-resident access to a suite or room. If you have doubts about whether a certain use of the key/key card is appropriate, please contact your immediate supervisor.

The master key cost the Institute approximately \$400 to replace. For safety reason, the possible loss of a master key should be reported to use to your supervisor immediately without exception. To replace a lost key card costs \$20 and should be requested at the front desk.

Paid versus Unpaid Learning

As Residents, you have the opportunity to engage in holistic learning by living, working, and studying in the same space. We put language to this by describing learning as "paid" or "unpaid". The general rule is that if a task or event is found in your job description, it is a paid learning opportunity. If it is not, it is an unpaid learning opportunity. If you have questions at any time if a task or event is paid or unpaid, please feel free to reach out to your direct supervisor.

Co-Curricular Expectations

All programmatic pieces of the Residency program that are not part of the paid-learning or for-academic-credit portion of the program are co-curricular in nature. It is the expectation that Residents will be in attendance at all co-curricular activities. These activities include, but are not necessarily limited to: The 2:10 Retreat, evening Residency events, Preview Days, programmatic service opportunities, Residency Welcome Week activities, etc.

Living on Campus

Residential Upkeep

We want you to enjoy your campus home, but it is important to recognize that your home is also an extension of your employment here at Impact 360 and thus your space represents the organization as a whole. We would ask that you do your best to keep your living space clean and in order. Although students will likely not communicate it, they are less likely to enter your space if it is in disarray. In addition, we know that your living spaces are not expansive, so by keeping your space in order you prevent students from accidentally encountering more personal items or clothing, thus protecting them and you from uncomfortable situations.

Trash

On South campus – there is a dumpster in the lower parking lot where all trash can be deposited.
On North campus – the sheds right outside of Legacy and Heritage are where all trash can be deposited.

Mail

Residents can have mail and packages delivered to campus by addressing all mail to themselves with the campus mailing address –
First + Last Name
100 Impact Cir
Pine Mountain, GA 31822.

Pets

For sanitation, facility, and community related needs, no pets with the exception of fish are permitted on campus.

Meals

Meal service will begin on Residency Move-in-Day, with breakfast, lunch, and dinner being provided for all weekdays, with the exception of Friday dinner. Leftovers from the week will be in the commons fridges of Legacy and Heritage and are available for both staff and students to partake in over the weekend.

Living on Campus

Recreation

There are two fitness centers on campus and both are available for staff and students. The one on South campus can be found underneath the classroom and is off-limits to Fellows. The code is 0360. The fitness center on North campus is located downstairs in the JCLC. There is also a half court with a basketball goal in the JCLC. Various sporting equipment and bicycles to be used by staff and students can be found in different places on both campuses. If you need assistance, ask any Fellows staff member or contact Operations.

Laundry

Laundry is free for residential staff and students, however you are expected to provide your own laundry detergent and any other supplies you will need.

On North campus, in Legacy and in Heritage, the men's laundry room is downstairs while the women's laundry room is upstairs.

Resident apartments in Heritage are equipped with personal laundry machines. Residents in Legacy are welcome to use the laundry rooms attached to the common space.

South Campus

South campus is generally open to all Impact parties. While it is culturally understood to be the "Residency" campus, other students and staff are welcome to partake in the common areas.

Areas that are not common (and thus restricted to other non-staff parties unless invited by Residents) are the upstairs portion of the LCLC and the personal living spaces of Residents. The downstairs gym is also off-limits to Fellows during the academic year.

Living on Campus

Parking

Generally, you are free to park wherever you choose on North or South campus. In addition, the parking spaces right outside of Legacy and Heritage are reserved for staff. You should refrain from parking in the circle areas outside of Legacy and Heritage as well behind Heritage (except when moving in/out and pick up/drop off). Occasionally, there will be on-campus events that may require students and staff to move their vehicles. You will be informed, should a request come, and we ask that you respond in a timely manner to relocate your vehicle.

Personal Guest(s) on Campus

As residents of Impact 360's campus, you are more than welcome to have your friends and family join you on campus for a meal or an overnight stay. For safety and security purposes, all guests must be registered on [here](#) prior to their coming onto campus. Follow this link, click on 'Registration Form' and fill in the information. You'll know your guest is registered by scrolling down on the Impact 360 Institute Intranet page and finding your guest(s) name there.

Spouse Policies

Spouses of Residents who are not themselves enrolled in the Residency program are still part of our community. As such, certain requirements, benefits, and limitations apply to spouses. Here are a few things to note if you have a spouse who is not in the Residency program:

1. As residential members of our community at Impact, spouses are expected to abide by the same code of conduct as Residents.
2. Spouses are welcome to partake in any meals that are provided in the Cafe.
3. Generally, Spouses are welcome and encouraged to attend Residency programming events when they occur *on campus*.
4. Due to the nature of the Residency program, we regret that we cannot include spouses in *off-campus* Residency programming. However, in the event of any exceptional circumstances, they will be warmly welcomed to participate.
5. Spouses are respectfully asked not to audit classes as only Institute staffers are currently allowed to audit masters courses.

Blackboard & Outlook



01 Microsoft Outlook

Outlook email is the primary means of institute communication. As Residents, all apps through Microsoft 365 are also available to you. SDR's will mainly use Microsoft Teams for Fellows communications.

NGU 02 Blackboard

All electronic course material and information will be held within NGU's blackboard system. Please be mindful to set up your account as soon as possible.



03 NGU Email

While Institute communication will come to your Outlook email, your NGU professors will mostly communicate through your NGU email. You can set up forwarding from your Impact email to your NGU email.



"For we are his
workmanship, created
in Christ Jesus for
good works, which God
prepared beforehand,
that we should walk in
them."

Ephesians 2:10

