

SPIRIT MINISTRIES TRAINING CENTRE STUDENT HANDBOOK (2010 – 2011)

Welcome to Spirit Ministries Training Centre!

We are so excited that you are joining us during this coming year. God is doing an amazing work in the hearts of people all over this country, calling them to a deeper understanding of Who He is and to demonstrate that life in the world around us. This school is being raised up for such a time as this, and we look expectantly toward *all* God is about to do during these next few months in each of your lives.

Our hearts desire is to see leaders, *each of you*, equipped and empowered to walk boldly and unashamed in these last days, strong in the Word and in the Spirit, to bring in a harvest of souls that is ready for the Kingdom of God, and see each of you fulfilling the plans and purposes that God has for you.

The staff here at Spirit Ministries Training Centre is here to be a help to you, and our desire to see each of you grow in every area of your life. We encourage you to read over the enclosed material and become familiar with the guidelines set out by the school for your benefit. We believe that these few guidelines and your agreement to follow them will be helpful in developing areas of character in your life. God's Word promises us that "we can do all things through Christ who strengthens us..." so you are not "striving" to uphold these things on your own, but allowing Christ to live through you in every area.

God bless you as you begin one of the best years of your life!

The staff of Spirit Ministries Training Centre

Student Policies and Procedures

As a student of SMTC, you become a member of our community. You will be expected to uphold certain standards of behavior inside and outside of the school and contribute to the welfare of our community in specific ways. **You may not agree with, or fully understand all of our behavioral expectations, but by enrolling as a student you have agreed to live accordingly.**

ACADEMICS

There are three different types of Programs Available.

Christian Leadership Certificate – 50 Credits

48 Academic plus 2 practical credits

Christian Ministerial Diploma – 100 Credits

50 first year credits plus 48 Academic/ Internship Program Credits and
2 Practical credits

*Mandatory Courses must be completed to receive Christian Ministerial Diploma

Attendance Certificate

This is for those who Audit courses for their own interest.

A passing grade of 70% is required to obtain credits for each course.

MANDATORY COURSES FOR SMTC

Students are required to successfully complete the following courses in order to receive a **Christian Ministerial Diploma from SMTC**

Christian Foundations 1
Christian Foundations 2
Gifts of the Spirit

Leadership 1
Healing For the Wounded Soul

TRANSCRIPT OF MARKS AND DIPLOMAS

Each student will receive a transcript upon successful completion of each school year and full payment of their SMTC Account. The transcript will include a copy of the grade sheet for

both the Spring and Fall Semesters of the completed years of Bible School. Requests for additional transcripts must be in writing as the marks are confidential. Every course that the

TRANSCRIPT OF MARKS AND DIPLOMAS – CONT'D

student has taken will appear on the transcript with the corresponding mark. Transcripts will be sent by regular mail to each student, once all outstanding payments have been received.

Transcripts are not official unless the school forwards them and the school seal is on the unopened envelope. Credits may be transferred from another college or university with the approval of the Dean and the Registrar.

An official transcript from the school the credits are being transferred from, must be forwarded to the SMTC Registrar's office.

FINANCES

Arrangements will be made with the Spirit Ministries Training Centre at the beginning of the semester for the payment option of the student's choice.

Monthly payments are due on the 1st or the 15th of the Month unless other arrangements are made with the office.

If the student is unable to meet the financial arrangements set out, the SMTC office must be notified regarding the reasons so that further arrangements can be made.

All outstanding fees ie: Tuition, CD payments, Book payments must be paid in full **before final exams** are written.

ATTENDANCE

It is known that students with good attendance habits become the most successful in their Christian walk. We believe the student grows in spirituality and in responsibility by being a good steward of class time, and that excessive absences are detrimental to a student's academic career and future ministry. For these reasons, attendance is 20% of each course grade and **the following standards have been established:**

A Full-time Student attends each weekday period (8 a.m. until 12 noon)

These students are required to attend all Personal Impact classes, Chapels, Prayer Days, and classes.

If due to illness or emergencies you are unable to attend class, please contact the school ***in advance*** or by phone ***before*** 8:00 am the day you will be absent. If you leave a message on the answering service, please leave your name and student number.

For **each class period** the student is **absent**, a **4%** deduction will be applied to their mark. If absent without official authorization for **FIVE** or more class periods, the student will automatically lose the credits for that course. For **each class period** a student is **late**, a **2%** deduction will be applied to their mark.

If a student is absent from Personal Impact Class, Student Duty or Student Ministry more than **TWO times**, they automatically receive a fail on their transcript for that semester.

Weekly Evangelism Outreaches are worth 10% of the overall grade for the Evangelism class. If **THREE** or more are missed this will be reflected in the overall Evangelism grade.

***All classes missed are the responsibility of the student to make up. Class Notes and CD's will be available to purchase for the classes to be made up.

Part-Time/Evening Students may attend one course at a time, either day or evening classes. Evening classes begin at 7pm until 10pm.

Attendance marks and procedures are the same for part-time students as well, and all classes missed must be made up.

For each class period the student is **absent**, a **4%** deduction will be applied to their mark. If absent without official authorization for **FIVE** or more class periods, the student will automatically lose the credits for that course.

For each class period where the student is **late** – a **2%** deduction will be applied

***All classes missed are the responsibility of the student to make up. Class Notes and CD's will be available to purchase for the classes to be made up.

ATTENDANCE SIGN IN AND OUT PROCEDURE:

- All students are required to sign in and sign out each morning before and after long break and at noon. Attendance sheet is located at the front entrance to the school. If you forget to sign in or out, go to the Administrator's Office to verify your presence during break of the same day.

- Correct signing in is your responsibility.

The Sign in and out system is an honor system. Signing in/out on behalf of another is not acceptable

ABSENTEEISM AND HOLIDAYS

All students are required to be at the school for the full duration of the semester. Normally no time off for holidays or other special events other than standard scheduled statutory holidays will be allowed, however if they must be scheduled throughout the school year, please ensure they fall within the Christmas or Spring Break.

MAKE-UP PROCEDURE

Any student absent **during an exam** due to illness, must bring in a Doctor's Note, and receive permission from the instructors to make-up the exam. Exams must be taken /completed within **one week** after a student returns to classes.

Picking up notes or photocopying of other students notes for students who are absent is **not permitted** for the purposes of making up classes missed.

NOTES and CDs are available for each class and is **the responsibility of each student** to purchase and review the material for each class missed.

If a student does not purchase the CD and make up the missed classes, they will automatically lose the 4% per class missed.

CHURCH ATTENDANCE:

All students are required to attend Church Services each Sunday whether at your home church, or, if the student is from out of town, Eagle Worldwide Revival Centre may serve as your home church while you attend the training Centre. Church Attendance is viewed as a vital criterion to ministry.

Church Attendance is recorded each Monday morning on the sign in sheet provided. Each student is responsible to record their church attendance weekly. Church Attendance **will be marked as Pass/Fail on your transcript.**

Wednesday, Thursday or Friday Evening Discipleship Services are Mandatory for each SMTC student. You attend the service on the night that your home church has their meeting. If there is an issue of working schedule conflicting with service times, please advise the SMTC Administration Office before you are absent.

STUDENT MINISTRY

There are many ministry opportunities within the church and its affiliated ministries. Each student is required to participate in a student ministry. At the beginning of each semester each student is able to choose which ministry they would like to serve in. This is considered part of Bible School training and therefore is mandatory.

Involvement in the Ministry of the student's choice will consist of being involved for a **minimum of 2 hours per week**. The student will be marked both on attendance and involvement in this ministry and will receive a pass or fail on their transcript.

Students should fulfill this requirement with the church that they regularly attend. Report forms will be required to be handed in from the overseeing leader in that area

STUDENT DUTY

Each student is required to perform an assigned student duty. The requirements are **one hour per week, 15 minutes per day**. Student duties are assigned to you prior to the beginning of school. They are expected to be carried out in an efficient and appropriate manner. Students must report to the department head of his/her student duty who will then set up a schedule for this duty to be fulfilled.

If a student cannot perform the duty at the designated time, it is their responsibility to find a replacement in advance and notify the department head of the change. If a student misses their student duty, they will be required to do make-up time and report to their department head when they have completed this.

Student duties are evaluated every semester and appear either as a pass or a fail on the student's transcript.

BREAKS

During the morning session, there is a break from 9:10 – 9:15, from 10:00 to 10:25 and another from 11:10 to 11:15. SMTC is finished at 12 noon, Monday through Thursday. Students are to return to class on time after each break. There may be times when the short break is not taken based on the instructors' discretion.

INFORMATION BULLETIN BOARD

The Bulletin board, located in the front entrance is for the use of SMTC to notify the students of important information.

Also, any mail to individual students will be located on the table at the entrance where the Attendance sign in sheet is located.

DATING

With the desire for each student to focus on the purpose of their attendance at the school, without the distractions that dating can bring,

- SMTC requires that **no** dating relationship **start** during the first year. **Speaking to the Deans of SMTC is required before a dating relationship begins.**
- Becoming engaged or married during the Bible School year is not allowed without permission of the Deans.
- Couples are asked to refrain from any displays of romantic affection (other than hand-holding) on campus or off-campus.
- No kissing or sitting in a parked car alone.
- Students may not spend the night in a home or apartment of the opposite sex unless there is a married couple in the house and a request has been made to the Dean's office and permissions is given; These guidelines apply, regardless of the number of students involved.

COUNSELLING

Male students, who desire prayer or counseling for any reason are asked to make an appointment with the Dean of Men by filling out a Student Request Form.

Female students who desire prayer or counseling for any reason are asked to make an appointment with the Dean of Women by filling out a Student Request Form.

FACEBOOK & CELL PHONE USAGE

Students registered at SMTC sign an agreement at the beginning of the school term to uphold the SMTC Lifestyle Expectations as outlined at the back of this handbook. This now also includes the use and content of their **Facebook Accounts**. All students must permit the Deans of Men and Women to allow access to their accounts by **accepting** their "Friend Request" **upon Registration**. From time to time all students' Facebook accounts will be checked by the Deans. This is not to pry into the students private lives, but it is our responsibility to hold each student accountable for the content, including photos, videos and posts that they provide.

This move is warranted because of behaviours we have seen on Facebook with previous SMTC students and other Christians in general. Our mission and vision at SMTC is to train up and graduate leaders that set Godly examples and live lives of integrity and holiness

Student's **cell phones** must be shut off during class times from 8 am – 12 noon but may be used during the break times. If a student is found to be emailing, texting, or browsing the phone may be taken by the instructor or faculty of SMTC until the day is over. If the behavior is continual, the student may be asked to leave their phone with the SMTC office during class hours.

DRESS CODE

The purpose of this dress code is to allow for individual expression while upholding SMTC's objectives. Please consider appropriateness, cleanliness and modesty.

- Clothing should be neat, clean and in good condition. Shirts & Shoes are required for class
- No Blue jeans, spandex, ripped or ragged attire, tank tops, sweat pants, short skirts are to be worn)
- Clothing should be modest (Females: **No** low-cut, spaghetti straps, revealed midriffs or short skirts are allowed– **Skirts must be knee length when sitting down**).
- Students choosing not to adhere to the dress code **may be asked to go home**, change and then return to school if deemed necessary by the Instructors, Deans or Administrator of SMTC. Any material, or information missed will be the responsibility of the student to make up.
- This dress code with the exception of blue jeans, applies to the church you attend while in Bible school. Blue Jeans may be worn to Youth, Outreaches (depending on the type of outreach) and church you attend on Sunday however, they must be in good condition, without holes or rips.
- Please be aware of your own personal hygiene. No overwhelming perfumes should be worn in awareness of those around you, deodorant and brushing of teeth should be a daily occurrence.
- We ask that you do not wear hats or work uniforms to chapel or class.

TELEPHONES

Cell phones must be turned off during class hours. EWWM Office telephones cannot be used by students, however SMTC Office will provide a phone if necessary.

APPOINTMENT PROCEDURES

If a student finds it necessary to meet with a staff member, it is mandatory that the request be made in writing by filling out the Student Request Forms located outside the SMTC office. The Administrator will contact the appropriate staff member and an appointment will be arranged. All appointments should be made in advance, except in emergency situations. **Please do not just walk into the EWWM or SMTC office area without a pre-arranged meeting scheduled.**

FOOD & DRINKS

Food and drinks and chewing gum are not allowed in sanctuary or in the 2nd year class downstairs. Bottled water is allowed. Long break will be taken in the Youth Lounge downstairs where you can purchase and eat snacks.

MISSION TRIP POLICY

A student cannot participate on a mission trip during the regularly scheduled school year unless specific permission is given. They must be taken during the break time or at the completion of the school year.

OUT OF BOUNDS AREAS

All administration and office areas, upstairs and platform locations are off limits and out of bounds areas to students, unless permission is given to them by a Pastor of EWWM or SMTC Administration. When SMTC Worship band needs to practice, permission must be given by the SMTC office.

Students are not to be on the platform playing the instruments after school hours unless given permission by the Deans or Pastor of the Revival Centre

The side entrance of the church in the foyer leading to the basement is not to be used.

TRAINING CENTRE DISCIPLINE AND DISPUTE RESOLUTION POLICIES FOR ALL STUDENTS

PROBATION:

When a student is on probation, he/she is not eligible for any student leadership positions (music / outreach / mission teams, student ministry leader, or student council.)

A probation is given by the Dean's Department in these cases:

- **Disciplinary:** when the student has violated the policies of the school in regards to personal character.
- **Discipleship:** when a student needs additional help and counseling to promote healthy spiritual growth.
- **Financial:** when a student's financial account is delinquent.

SPECIFIC CAMPUS DISCIPLINE

Study: Matthew 18:15-20, I Corinthians 4 & Hebrews 12.

Pastors Russ & Mave, Dean of Men & Dean of Women are responsible for disciplinary recommendations.

DISCIPLINE PROCEDURES

A student should be familiar with the Student Handbook in which personal accountability is outlined. The following steps are observed in the discipline process:

- **Step 1: Warnings and Probation-** If a student fails to respond to verbal correction and/or counseling, they will then receive a written warning. A record will be kept of all reported offences and may result in the implementing of further disciplinary actions.
- **Step 2:** A student may voluntarily withdraw at that time.
- **Step 3: Dismissal -** If, in the opinion of the President and the Dean of Men & Woman, any student demonstrates an unwillingness to co-operate with faculty, staff or fellow students, and with the stated policies and objectives of SMTC they will be subject to dismissal. This will only take place after prayerful consideration of the welfare of the student, the student body, and the school. The terms of dismissal will be clearly stated
- **Step 4:** A student may appeal a disciplinary dismissal by making that request known to the Dean's Department in writing within 24 hours following the dismissal. The Student Affairs Committee will handle all appeals and make decisions on re-enrollment. The Administrator schedules all appeals.

- **Step 5:** Students may be allowed to re-enroll at a later date if, in the judgment of the Student Affairs Committee, an acceptable change has taken place. A new pastor's recommendation and interview with the Registrar and Dean of Students is required. Final decision on re-enrollment after a dismissal is given by the Dean of Students and the Registrar.

DISPUTE RESOLUTION POLICIES:

Should a student have a dispute (or complaint), the following steps should be observed.

- **Step 1:** Discuss the matter with your student (PIP) leader or the staff person in charge of the area in which the problem occurred.
- **Step 2:** If an understanding is not reached, then the matter should be presented in written form to the Dean's with office their consideration. The Dean Office will conduct a personal interview to resolve the dispute.
- **Step 3:** If the dispute is not resolved, a Dispute Hearing will be scheduled with the Student Affairs Committee. The Committee will hear the position of both parties and seek a scriptural resolution to the issue.

LIFESTYLE EXPECTATIONS

Lifestyle expectations are the general standards that govern the personal conduct of all students and student organizations at SMTC. The position of SMTC is that students attending the Training Centre desire to live and reflect the life of Christ in the school and outside of the school in the community, and therefore their actions and activities will line up with this heart attitude.

The desired end of any discipline is the restoration of the individual within the community. **Hebrews 12:11** states, "No discipline seems pleasant at the time, but painful. Later on, however it produces a harvest of *peace and righteousness* for those who have been trained by it."

The school has the right and responsibility to address issues in a student's life. Heart attitude and repentance will be examined and will have a significant bearing on the end result.

Behavior for which students are subject to disciplinary action includes, but is not limited to the following:

- Actions that constitute violations of municipal, provincial or federal law regardless of the location of its occurrence and regardless of whether civil or criminal proceedings have been instituted against the student.

- Actions, either physical, or verbal that interfere with the educational process or the administration of the Training Centre including those that obstructs or disrupt the use of Training Centre premises, buildings, rooms or passages, or which incite a disturbance.
- Immoral lifestyle relating to same sex or opposite sex involvement. Students are not to be alone in the apartments or homes of the opposite sex. 1 Thessalonians 5:22 “Depart from all appearance of evil”. Students are not to gather together in homes or apartments unless they are with a married couple present. For any special occasions where students of the opposite sex are to gather, (mixed/coed events), students must request in writing to the school office and the Pastoral staff will make a decision.
- Students of the opposite sex are not to be found alone, (travel alone), in the same car, except by permission when students travel back home after the semester is over if the trip takes less than one (1) day
- Any form of coercive or unwelcome sexual behavior, including sexual assault, rape, acquaintance rape, indecent liberties or related actions. Lewd, indecent or obscene behavior, whether demonstrative, visual, verbal, written or electronic.
- Any form of possession, use, distribution, or sale of illegal drug or the use of alcoholic beverages.
- Any form of dishonesty such as cheating or plagiarism; knowingly furnishing false information.
- Any involvement of discrimination or harassment based on race, color, national origin, religion, disability or gender. Actions that threaten to cause or cause emotional, mental or physical harm or suffering.
- Unauthorized possession of, or damage to, Training Centre property or services, or property belonging to others. Unauthorized presence in, or unauthorized use of or duplication of keys to, Training Centre premises or property. Possession, use or display on Training Centre property of any firearms, weapons, fireworks, live ammunition are not permitted.
- Any violation of other Training Centre policies, regulations or rules. These standards apply to all persons connected with the Bible College, including family members of students, staff, instructors, and other Spirit Ministries Training Centre employees.