

General Procedures

As we desire to provide you with as much opportunity as possible to minister, you will be required to participate in scheduled events and activities.

Personal money will be needed for activities, events, and travel. We will do our best to keep it minimal.

Students will be responsible to get their passport for missions travel.

Student should always be on time to all scheduled activities, morning chapel, church services, and daily classes. If student is tardy more than 3 times during a semester, they will be warned and disciplined.

(5 minutes early is considered on time)

There may be unpredictable changes in the daily school schedule at any time. We will try to inform you of any changes prior to.

Be respectful and attentive to all lecturers and guest speakers. Be respectful inside and outside of our church as well as churches we are visiting.

Always be courteous and appreciative of host churches/host pastors.

We will have Monday off, however there may be times we are traveling, or will come in for part, or all of this day. We will do our best to maintain the schedule for your work schedule. You have the liberty to spend your day off, as you choose. However, if you are planning to go out of town for any reason you must clear it with Staff 1 week prior.

If you are unable to participate due to a medical condition, we ask that you would submit a doctor's note, and make us aware of the condition prior to the activity.

There are other circumstances where the student may be excused for a certain time period as discussed with Staff, such as illness in the family, death in family, or if you are in a wedding party.

Please submit an absent request at least one week prior to requested time off. You are free to go home on scheduled breaks or holidays. Students

must check in and out with assigned Student Leader.

If you do have a part-time job, you will not be permitted to work on Sunday or Wednesday. Student will be expected to be at all scheduled weekend or traveling dates. If your job interferes with classes or activities, student may need to find a more reasonable employment.

Please arrive 1 hour before services at host church or suggested time by Administrator. This is a time to serve and to fellowship with congregation.

Happy Hill Church Service Times

9:00 a.m. Sunday School

10:00 a.m. Sunday Morning Worship

7:00 p.m. Young Adult Service (every other Sunday)

7:00 p.m. Wednesday Encounter

Saturday 7:00 p.m. - Students are encouraged to attend Praise, Prayer, Worship Service whenever possible.

All students will be required to park in south parking lot at Happy Hill Church during class time

or when we travel. Please never block the canopy on the east side of church.

Students are encouraged to bring an insured vehicle for daily life. Any maintenance and/or repairs to the vehicle during this time, however, are your own responsibility.

If a student has no vehicle or vehicle is being repaired, and they are in need of transportation. Be courteous of gas expenses for that individual providing transportation.

Cell phones are not permitted during class times and scheduled events. However, cell phones are permitted for use during free time, lunch break, and before & after events.

No smoking, drinking alcoholic beverages, abuse or misuse of prescription drug over the counter drugs, or possession of weapons are tolerated.

NO TOLERANCE POLICY ON THESE ISSUES!

Gossip will not be tolerated. Students who speak gossip will be disciplined immediately. Gossip breaks hearts and can literally ruin lives. We will

not allow this behavior under any circumstances.
(Abide by the Matthew 18 principle.)

Matthew 18:15 (The Message)

15-17"If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won't listen, tell the church. If he won't listen to the church, you'll have to start over from scratch, confront him with the need for repentance, and offer again God's forgiving love.

Entertainment

Pornographic and sexually explicit material (magazines, movies, TV programs) is never acceptable and will result in immediate disciplinary action.

Viewing of movies should be cautious. Movies that do not promote a sense of holiness or purity are not edifying and should not be viewed.

Music that doesn't promote a sense of holiness or purity is not edifying and should not be listened to.

Internet

Internet usage needs to be limited by the student. Facebook/MySpace needs to be limited. Student needs to be cautious what they write for the world to see.

If staff feels there is a need for limitations for a student, or if activity is questioned there will be a verbal warning.

However, student's time on the Internet will be monitored, and if it continues disciplinary actions will be taken.

Merge is not here to dictate your convictions. We leave that up to the Holy Spirit to convict you of your entertainment habits. We believe that although "all things are permitted, not all things are beneficial." We choose to refrain from exposing and tainting our lives by such material and instead live holy, blameless lives. Merge Administration is not asking any more of you than what we would do ourselves.

Any failed classes will result in not graduating. We desire to gain all we can from the opportunities God has presented to us. Thus, a spirit of

excellence is what we are striving for in all areas of our lives, which includes our education.

We believe that salvation is not an event, but rather a process, culminating with the believer and telling another person. The discipleship process does not happen in the context of a classroom alone or in hearing a sermon once a week. Rather, discipleship is a 24-hours a day, 7 days per week process.

True discipleship doesn't happen without high accountability. This could also be called "tough love."

Submission: Ephesians 5:21 says,
Submit to one another out of reverence for
Christ.

