

Zion Ministerial Institute

WAVERLY CAMPUS

Student Handbook 2018-2019



Waverly, New York, USA

Zion Ministerial Institute Student Handbook

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ABOUT ZMI

VISION

This is the vision of Zion, to know and delight the heart of our Heavenly Bridegroom through wholehearted, joyful obedience motivated by a single, undivided love for and loyalty to Him.

King David summed up this longing: “One thing have I desired of the LORD, that will I seek after; that I may dwell in the house of the LORD all the days of my life, to behold the beauty of the LORD, and to enquire in his temple” (Psa. 27:4). If this is also our heart, then He will be faithful to bring us, day by day, decision by decision, to the place where we can declare, “Then said I, Lo, I come: in the volume of the book it is written of me, I delight to do thy will, O my God: yea, thy law is within my heart” (Psa. 40:7-8).

PURPOSE

Our purpose is to prepare Christian leaders to be used by God. Our desire is to cultivate godly character within our students and equip them with the necessary tools to maximize their abilities so that they bring forth lasting fruit for the kingdom of God. We seek to prepare our students in three main areas: character, ability, and productivity. Our curriculum offers in-depth courses that are not only theologically sound and Bible-based, but are also anointed and life transforming. The theme verse of Zion Ministerial Institute is John 8:32, where Jesus declared, “Ye shall know the truth and the truth shall make you free.”

STATEMENT OF FAITH

Zion Fellowship accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the following fundamental tenets of faith:

1. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit, who is the Maker and Preserver of all things visible and invisible.
2. We believe in the deity of the Lord Jesus Christ: that Jesus existed eternally with the Father, became Man by the miracle of the incarnation, in no degree ceasing to be God. He is co-Creator of the world and man, the only Savior, and coming Judge.
3. We believe the whole canon of Scripture (both Old and New Testaments), as originally given, to be the inspired and authoritative Word of God, of supreme and final authority in all that it teaches and declares.
4. We believe that all men are lost apart from the saving grace of our Lord Jesus Christ; that sin is cleansed only through personal repentance and faith in the precious blood of the Lord Jesus Christ; that water baptism by immersion should follow receiving Christ as Lord and Savior.

5. We believe that God is well able to preserve us and keep us from falling and to present us faultless before the presence of His glory. However, we can still choose our ways rather than God's and reject the grace of God, losing our eternal salvation. We must continue to walk in the truth.
6. We believe that the redemptive work of Christ on the cross provides healing for the body as well as for the mind, soul, and spirit of man. Christ has an answer for every problem of man, physical or spiritual.
7. We believe that miracles and the gifts of the Spirit are available to the Church today for the edifying and perfecting of its members.
8. We believe that God will visit His Church in the last days and bring multitudes into the Kingdom, preparing us for Christ's Second Coming.
9. We believe that the baptism of the Holy Spirit, as evidenced by speaking in other tongues according to Acts 2:4, is promised to all who desire it, ask for it, and obey God.
10. We believe that everyone will be resurrected (saved and unsaved) and will give an account to the great Judge, whose judgment is final and eternal.
11. We believe that the term "marriage" has only one meaning and that is marriage as a holy institution set forth by God in His Word. Marriage is a covenant relationship between one man and one woman in a single, exclusive union for life, and it is to be a representation of the relationship between Christ and His Church. Any other definition of marriage is contrary to Scripture and to the will of God (Gen. 1:27; Heb. 13:4).

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's biological sex or to otherwise act upon any disagreement with one's biological sex, is sinful and offensive to God.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of the Church.

We believe that marriage is a covenant relationship established by God. We believe that whether the parties are saved or unsaved at the time of marriage, the only situation where it is right to remarry is when one's former spouse has passed away (Rom. 7:2-3). In all other situations, divorce and remarriage to another person is contrary to God's will and purposes.

12. We believe that man should live according to the moral standards set forth in Scripture. This includes: living a holy life; being full of love, joy, peace, longsuffering, gentleness, goodness, faith,

meeekness, and temperance (Gal. 5:22-23). Therefore, we are opposed to: adultery, fornication, uncleanness (including sodomy, lesbianism, bisexuality, bestiality, incest, pornography, and other forms of moral impurity), lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, envyings, murders (including abortion and euthanasia), drunkenness, and revellings (Gal. 5: 19-21; 2 Tim. 3:1-6).

13. We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home; 2) the Church; 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and are governed by His Word.
14. We believe that every Christian, as a steward of the portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully for the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a person has no right to direct the use of the tithe or offering once the gift has been given.
15. We believe that God desires to plant an onward vision within His people, giving us focus and purpose in life. Our vision is reflected in our name – Zion. In the Bible, God spoke of Zion as His dwelling place (Ps. 132:13; Ps 87:2). Therefore, going beyond having right doctrine, an upright life, ministry or good works, our ultimate goal is to have a wholehearted desire and love for the Lord. This will cause us to desire to seek Him, to behold His beauty, to learn to make His presence our home, to win Him and delight His heart (Ps. 24; Ps. 15; Rev.14:1-5, Ps. 27:4, Phil. 3:8).

The vision of Zion is also a progressive vision--having an ever-increasing relationship with Christ, our Heavenly Bridegroom (Heb. 12:22). As we learn to make Christ our one and only desire, and obey Him in all things (Ps. 40:8), He changes us in our spiritual journey so that we qualify to dwell with Him in spiritual Zion.

16. The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

SECTION 2. OTHER MATTERS RELATED TO THE STATEMENT OF FAITH

1. For the purposes of church doctrine, practice, policy, and discipline, our Board of Trustees is the fellowship's final interpretive authority on the Bible's meaning and application.
2. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: members of Zion Fellowship, those employed by Zion Fellowship in any capacity, and who serve as volunteers, should abide by and agree to our statement of faith and conduct themselves accordingly.

In particular, Zion Fellowship pastors shall not solemnize any marriages that are contrary to our Statement of Faith.

3. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: Zion Fellowship's facilities or assets may not be used to condone or allow any activity that is contrary to Scripture or our Statement of Faith.

Scripture is abundantly clear on God's position concerning homosexuality, transgender, and sexual immorality, as explained in our Statement of Faith. Therefore, Zion Fellowship and Zion Ministerial Institute must uphold God's standards at all times, and will not at any time hire or retain any employee, student, or volunteer who engages in or condones any of these practices.

ZMI CHRISTIAN SYSTEM OF EDUCATION

Zion Ministerial Institute is dedicated to teaching the truth of God's Word, which renews the mind and transforms the heart. God's Word clearly states that the fear of the Lord is the beginning of wisdom, and it is from this biblical basis that Zion Ministerial Institute teaches all subjects. Education is not just teaching that influences the mind, but it also influences the life of each student. It has been said, "Doctrine will determine your destiny."

As such, Zion Ministerial Institute seeks to provide an excellent biblical and ministerial education that honors the Lord, and leads students in the pathway of God to a destiny that glorifies His holy name. This we do by training and equipping the next generation of Christian leaders for a life of service to their Savior, homes, churches, ministries, vocations and communities. Our fervent prayer is that God will keep this Institute true and faithful to His ways and His leading, as well as use this Institute to prepare many to live a life that is devoted to His call.

ZMI CHRISTIAN SYSTEM OF CURRICULUM

The Word of God is the foundation of all that we do and all that we are. Therefore, it is essential for all God's people, but especially for those called to be leaders and ministers of the Gospel, to learn how to study and interpret Scripture: "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" (2 Tim. 2:15).

The word "curriculum" in the Latin refers to a course that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum we seek to place a vision and goal before our students of being transformed into the image of Christ and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. This is the goal of our curriculum.

Zion Ministerial Institute is not concerned with studying the theory, philosophy, or principles of the Christian life. Rather, we approach study of the Word of God as a life changing experience: "For the word of God is quick, and powerful, and sharper than any two-edged sword, piercing even to the dividing asunder of soul and spirit, and of the joints and marrow, and is a discerner of the thoughts and intents of the heart" (Heb. 4:12).

The foundation of interpreting and understanding the Word of God is having a pure heart towards God, of obeying His Word, and submitting to His will. This lays the foundation for the study, interpretation, and application of the Scriptures to real and personal life, not only for ourselves, but also to the nations.

The Bible is the mirror in which our hearts, thoughts, and intents are revealed (James 1:23). The Holy Spirit searches the deep things of God, and leads us into all Truth. As our hearts are revealed through the Word of God, the Holy Spirit brings our lives into line with His standards and will (I Cor. 2:9-11; John 16:13).

Therefore, studying and conforming to the Word of God is an ongoing process in our progressive vision to win Christ and be transformed into His image: “Now the Lord is that Spirit: and where the Spirit of the Lord is, there is liberty. But we all, with open face beholding as in a glass the glory of the Lord, are changed into the same image from glory to glory, even as by the Spirit of the Lord” (II Cor. 3:17-18).

ZMI CHRISTIAN VALUES SYSTEM OF RESIDENTIAL CULTURE

The purpose of the Zion Ministerial Institute Residential Program is to allow the truths and principles learned in class to be applied to our students’ character in their daily lives, view of God, treatment of others, thought life, attitudes, obedience, humility, and faithfulness. There are many distractions and temptations in life that seek to draw one into the world, and conform one to its culture.

However, we are called to be set apart from the culture of this world, strangers in our land, and to become citizens of the Kingdom of God, embracing Christ’s culture (I Pet. 1:17-18; Psa. 39:12). For this reason, we seek to prune all distractions from student life to allow students to focus, through the intense training, on making Christ the Solid Rock, Foundation, and Chief Cornerstone of their lives, measuring all things by Him and the culture of His Kingdom, learning to live a yielded, set apart, and poured out life to Him.

ACCREDITATION & AFFILIATION

Zion Ministerial Institute is not currently seeking regional or private accreditation. The academic focus of regional accreditation does not correlate with the purpose of Zion Ministerial Institute’s ministerial curriculum.

In August of 2004, Zion Ministerial Institute was granted Affiliate Status with ABHE, the Association of Biblical Higher Education, located in Orlando, Florida.

STATUS

Zion Ministerial Institute is a private, residential, co-educational, post-secondary Christian school, owned and operated by Zion Fellowship, Incorporated in the state of New York, in the United States of America. Zion Ministerial Institute holds a state charter classified under section 52.22(b) of the New York State Department of Education, which authorizes vocational instruction in the field of religion. Zion Ministerial Institute is authorized by the State of New York to grant certificates and diplomas of completion in the area of ministerial training. Zion Ministerial Institute does not seek or accept federal or state funding.

ADMINISTRATION

Zion Ministerial Institute is governed foremost by the Lord Jesus Christ and by the guidance, wisdom, and anointing of the Holy Spirit. The Chancellor and Vice Chancellor seek to lead ZMI in obedience to the Lord.

The following is a list of the principal staff who handles the administrative duties at ZMI.

Rev. Robert Tucker, Sr., *Chancellor*
M.A., Regent University
B.Th., Zion Ministerial Institute, NM
Dip.Min., Elim Bible Institute

Rev. David Wallis, *Vice Chancellor*
B.S., Auckland University
Min. Dev. Cert., Faith Bible College

Elizabeth Humphreys, *Admissions & Registrar, Bursar*
Course Evaluation Administrator
*M.T.S., Zion Christian University
B.S., Roberts Wesleyan College
B.Th., Zion University
Dip. Min., Zion Ministerial Institute, NY

Josiah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Leah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Rebecca Blodgett, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Denise Miller, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Hilary Sigsby, *Course Evaluator*
M.T.S., Zion Christian University
B.F.A., Wayne State University
Dip. Min., Zion Ministerial Institute, Waverly

Leslie Sigsby, *Course Evaluator*
M.Ed., Wayne State University
B.S., Wayne State University

**Indicates a Candidate for*

ADMINISTRATIVE RESPONSIBILITIES

Chancellor: Rev. Robert Tucker, Sr., with the Vice Chancellor, Rev. David Wallis, oversees all aspects of ZMI and makes all the major decisions regarding ZMI.

Vice Chancellor: Rev. David Wallis is responsible for providing direction and leadership in accordance with that set in place by the Chancellor, in the absence of the Chancellor.

Registrar: Elizabeth Humphreys is responsible for maintaining accurate, secure academic records for former and current students. The basic responsibilities of the Registrar are to initiate and manage academic processes including, but not limited to, registration, academic standing, readmission, grading, and graduation; provide transcript service for current and former students; evaluate and articulate transcripts from other schools; and establish (in consultation with the Chancellor and Vice Chancellor) policies, procedures, and processes.

Bursar: Elizabeth Humphreys is responsible for maintaining the financial records and student accounts.

Admissions: Elizabeth Humphreys is responsible for guiding prospective students through the admission process.

Course Evaluation: Elizabeth Humphreys is responsible for overseeing the grading of student assignments with a team of qualified graders. To assist in meeting the required deadline for course work evaluations of two-weeks after the end of class, a course evaluator is assigned to grade the coursework. The Course Evaluator is responsible to the Registrar & Chancellor.

Student Advisors: Elizabeth Humphreys is responsible for reviewing learning progress for students on a regular basis, and communicating with students as needed, as well as aid student questions regarding academic issues, policies, and instructions.

CONTACT INFORMATION

Zion Ministerial Institute's 170-acre campus rests at the top of Glory Hill, surrounded by secluded meadows and woodland. Waverly, New York, is a small community located on the New York/Pennsylvania border, adjoined by Athens and Sayre, Pennsylvania. When driving, Syracuse and Rochester are two hours north, and New York City is roughly four hours east. The closest regional airport is Elmira-Corning Airport (ELM), only 25 minutes away; the closest international airport is Syracuse (SYR). Local cities offer opportunities to enhance studies in public and university libraries, including Cornell University in Ithaca, and SUNY in Binghamton.

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241 Glory Hill Rd., #70
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USA

Phone Number: (607) 565-2801 x212
Fax Number: (607) 565-3329
Website: www.zmi.edu

Zion Ministerial Institute departments may also be contacted by e-mail at info@zmi.edu.

Student Arrivals:

ELM is the preferred airport, and Greyhound bus service has a convenient drop-off location at the Terminal Barber Shop in Waverly. Call or email us to let us know your arrival information.

Mail and Shipping:

Letters may be placed in the mailbag located in the Middle Office. Mail is picked up Monday through Friday. Incoming mail is delivered to the mailboxes located next to the laundry room.

When expecting mail or ordering items online to be delivered, please be careful to determine the method of delivery and use the appropriate address.

For postal mail through USPS:

[Student Name]
Zion Ministerial Institute
PO Box 70
Waverly, NY 14892

For UPS and FedEx shipments

[Student Name]
Zion Ministerial Institute
241 Glory Hill Rd., #70
Waverly, NY 14892

Please include your name AND “Zion Ministerial Institute” in shipments to you.

Phone System

Students may make outgoing calls from their dorm hallway by using a (toll free number) calling card. Students may not use the paging facility, or use the phone system to call other phones in the building unless a student is paged by staff.

Important phone numbers: to reach our offices, use the following numbers:

- 9 A.M. to 5 P.M., M—F , call (607) 565-2801.
- After 5 P.M. and on weekends and for any **time-sensitive matters** call (607) 565-7142.
- Our fax number is (607) 565-3329.
- We can be emailed at registrar@zmi.edu, checked during business.
- Students may receive calls on their dorm floors:

Men’s dorm (607) 565-3792

Ladies’ dorm (607) 565-3794

ZMI POLICIES

INTEGRITY OF SCHOLARSHIP

Zion Ministerial Institute recognizes the principles of truth and honesty as being absolutely essential. Students must rigorously follow these principles in all course work, including assignments and examinations. By signing the Enrollment Agreement, the student agrees to abide by these principles. Zion Ministerial Institute requires students to complete all course assignments without unauthorized help from others. Cheating or plagiarizing in any form is sufficient grounds for suspension and/or academic dismissal from Zion Ministerial Institute. If students are suspected of cheating or plagiarizing, they will be notified immediately by administration. Each case will be carefully reviewed and could result in academic dismissal.

ACADEMIC WARNING, PROBATION, & DISMISSAL

Students are expected to successfully complete fifteen (15) weeks of courses per semester. In addition to this, Zion Fellowship and Zion Ministerial Institute host a Pastor's Seminar each semester for an additional week (for a total of 16 weeks per semester), in which students participate through the tasks involved in successfully running the seminar and providing for the needs of guests. Students must maintain a grade point average (GPA) that insures satisfactory learning progress for each semester.

Because the Ministerial Training Program requires 64 non-elective credits to graduate, and offers 16 non-elective credits per semester, students who fail any course will be required to retake that course or complete further assignments, at the Chancellor's discretion, to receive a passing grade and credit for that course, necessary to be eligible for graduation.

Students' scholastic status will be checked frequently throughout the semester. The following policy will be used to determine scholastic status:

Essential Core Policy

The Essential Core courses are key to explaining, understanding, and imparting the vision, doctrine, and ethics of Zion. To be a candidate for graduation with a Diploma in Ministerial Training from Zion Ministerial Institute, students must demonstrate satisfactory understanding and applied learning in the areas of Zion doctrine, vision, and ethics. Therefore, students may not graduate without passing these courses with a minimum course grade of C. Any student who does not pass an essential core course with a minimum grade of C will need to either retake the course or complete further assignments, at the Chancellor's discretion, to show clear understanding and applied learning of the course material, prior to graduating.

International Students

In compliance with SEVIS requirements, all M-1 visa students must show satisfactory progress in all classes. International students studying on an M-1 visa are required to maintain full-time status, which means no non-elective courses may be dropped or failed during the semester.

All Essential Core courses must be passed with a minimum grade of C, and all other courses must be passed with a minimum grade of C-, while maintaining a minimum Grade Point Average (GPA) of 2.0 every semester with no NC (no credit), W (withdrawn), NP (no pass), I (incomplete), or F grades on the transcript.

Zion Ministerial Institute will fully support all international students in their attempts to maintain M-1 student status by passing all courses satisfactorily. At the discretion of the Chancellor, any student who either falls below the required minimum GPA or who receives a course grade lower than C- will work directly with the assigned student advisor, who will evaluate and appropriately address the student's needs, providing any necessary monitoring and progress reports, supervision, tutoring, or mentoring required to enable the student to succeed at ZMI.

Students who either do not follow the requirements of the student advisor or are unable to show satisfactory improvement and progress, may fall out of M-1 student status, be dismissed from the school, and have their SEVIS record terminated, requiring the students to leave the country immediately. SEVP has a zero (0) day policy, meaning students who fall out of status have no grace period to remain in the United States.

This would result in the affected students' having to file for reinstatement from the country of citizenship, which is a long, costly process, and may be denied by U.S. immigration.

Academic Warning

When a student initially fails to pass appropriate credits during the semester, the student will be placed on academic warning. When a student's grade point average for a semester is below 2.00, but the cumulative average is above the academic scale requirement, the student will be placed on academic warning for the following semester. Academic Warning is recorded on the student's academic record.

Academic Probation

When a student's cumulative grade point average falls below the appropriate level of good standing on the academic scale, the student will be placed on academic probation for that and/or the following semester. Any student who fails to maintain a 2.00 average in a semester, and/or repeatedly fails to pass appropriate credits, and/or does not show satisfactory progress may be placed on academic probation. Academic probation status is recorded on the student's file. If a student's grade point average is above the academic status scale for the probationary term, but the cumulative average is still below the academic status scale, or the student fails to pass appropriate credits, the student will continue on academic probation.

Removal from Academic Probation

Students will be removed from academic probation at the end of the semester when their cumulative grade point average and semester grade point average meet the academic status scale and/or they show appropriate progress toward passing required credits.

Academic Dismissal

Students on academic probation whose grade point average for the probationary semester falls below the academic status scale are subject to academic dismissal. Students whose cumulative grade point average meets the academic status scale, but fail to pass appropriate credits for two consecutive semesters, or who have failed to make satisfactory academic progress after being placed on academic probation, are also subject to academic dismissal. When applying for readmission, students may be asked to present evidence of potential academic success.

WITHDRAWAL FROM ENROLLMENT

Students may withdraw from enrollment at any time. Students who desire to withdraw from enrollment must follow the official Withdrawal Procedure as follows:

1. Notification to the Registrar's Office by means of a written letter or email. The Registrar's Office will return an Official Withdrawal Notice to the student, which must be completed and signed by the student in order to make the withdrawal request an "Official Withdrawal". The withdrawal date will determine the amount of refund given to the student, if any.
2. All financial obligations are satisfied. Students who fail to meet financial obligations will not receive academic transcripts.
3. The student's transcript will then reflect official withdrawal, "W". Any student who withdraws without meeting the above criteria will be considered as having an unsatisfactory withdrawal. As a result a "UW" will be permanently noted on the transcript.
4. The student's possessions must be removed from campus within 10 days of withdrawal, unless other arrangements have been made with the Chancellor. Zion Ministerial Institute is not responsible for any personal items left on the campus. Any personal items that are left will be considered donations and will be redistributed or discarded at the discretion of Zion Ministerial Institute.

Family Rights & Privacy Act

Zion Ministerial Institute is in compliance with the Family Educational Rights and Privacy Act. This Act is designed to protect the privacy of educational records, establish the right of students to inspect and review their records, and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures of the Act.

Student Complaints

If students have complaints regarding their coursework, living or classroom arrangements, administration, course instruction, or any aspect of their involvement with Zion Ministerial Institute, they should contact the Registrar's or Vice Chancellor's office. Informal complaints can be discussed in person or over the telephone. However, in order for a formal complaint to be filed, the student must send a written complaint to Zion Ministerial Institute by email or postal mail. All complaints are carefully examined by the Administration staff. Students will receive a written reply within 45 days of the date that the complaint was received.

GENERAL PROGRAM INFORMATION

CURRICULUM

One of the most important aspects of a college or university is its curriculum. Even more important than how we teach is what we teach. The content of a school's curriculum is far more important than the methods of instruction.

In Matthew 5:19, the Lord Jesus Christ expressed the importance of what we do and what we teach others to do: "Whosoever therefore shall break one of these least commandments, and shall teach men so, he shall be called the least in the kingdom of heaven: but whosoever shall do and teach them, the same shall be called great in the kingdom of heaven." Teachers, ministers, and educators are held accountable for what they teach others. Therefore, by God's grace, we must always seek to teach and preach the pure, unadulterated, and undiluted Word of God.

The faculty and staff of Zion Ministerial Institute are committed to a Biblically based, Holy Spirit-inspired, and Christ-centered curriculum. We have designed our curriculum to not only impart the knowledge of God's Word to our students, but also to enrich their devotional and spiritual lives as well.

The word "curriculum" in the Latin refers to a racecourse that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum, we seek to place a vision and goal before our students of being transformed into the image of Christ, and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. That is the goal of our curriculum.

CREDIT HOUR SYSTEM

As a vocational institute, and in accordance with government requirements through the US Student and Exchange Visitor Program (SEVP), Zion Ministerial Institute defines one credit hour as a minimum of eighteen (50-minute) hours of instruction, with approximately thirty (50 minute) hours of homework, for a total of 48 (50 minute) hours of study per week.

COURSE WEIGHTING

The following grading scale is used for *most* classes in calculating the final scores and alphabetic grades:

Attendance	Attendance & Notes	20%
Required Reading	Textbook Questions, Chapter Summaries, Personal Applications	20%
Formal Writing Assignment	Essays, Sermon or Teaching Outlines, Formal Discussions	35%
Other Assignments	Class Specific	25%

METHOD OF STUDY

Ministerial Training has many advantages. Courses are scheduled progressively over two (2) distinct academic years, consisting of four (4) unique semesters, to train students in thorough biblical knowledge and understanding, in-depth character studies, aspects of ministry and leadership relating to the local church, and character building.

Courses at Zion Ministerial Institute are presented using the “block system”, in which each one-credit course is taught in five (5) days with approximately eighteen (18) hours of instruction, and each half-credit course is taught in two and one-half (2.5) days with approximately eight (8) hours of instruction. The homework for each course is due by 11:00pm the Saturday following the end of class. Therefore, students complete all coursework associated with the class(es) for that week, and have Sunday, spent as a day of rest and worship to the Lord, to be refreshed for the following week.

The block system enables one class to be taught at a time, allowing students to be fully immersed in each course, without having to divide time and attention among several classes at once. Many of our instructors are seasoned pastors and missionaries from Zion Fellowship’s local churches and mission fields. The course schedule enables these instructors to be resident on campus for the duration of their classes, which allows students the best opportunity to learn from their lives and ministries. Their wealth of ministry experience from all around the world makes for dynamic, Spirit-filled lectures. Weekday mornings are used for classroom instruction; afternoons and evenings are reserved for studying, hands-on practical ministry, worship services, and recreation.

Ministerial Training also has challenges. It requires an increasing and deepening dedication to an ongoing relationship with Jesus Christ, discipline, time management, and dedication to studies. We encourage students to be diligent in their studies, even as Paul exhorted us in 2 Timothy 2:15: *“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”*

The following are suggestions that others have found helpful for being a successful student at Zion Ministerial Institute:

- 1) After receiving the semester schedule and duty list, and chapel rotations, prayerfully make a workable schedule for each day of the week, allowing ample time for devotional prayer, personal worship, and Bible reading. If you are unsure how to do this, please see your student advisor for assistance.
- 2) Prepare a system of directories or folders on your computer for each course scheduled for that semester. Keeping courses organized assists the student in research.
- 3) Develop a daily study plan. It may be necessary to prioritize your schedule and cut out some leisure activities that will keep you from meeting your goals.
- 4) Find a comfortable place to study with the least distractions possible.
- 5) Try to avoid interruptions when you are studying, but make sure to take necessary breaks to aid concentration. It has been suggested that 45 minutes of study with a 10-15 minute break is sustainable and effective. Let others know your study schedule and ask them to respect your private study time.

- 6) Try to prayerfully apply the course content to your life while you are studying for maximum retention.
- 7) Develop good reading skills through concentration and focus. Pause frequently to review in your mind what you have just read. Read it again if necessary. Take notes of the most important points or underline them.
- 8) Do not be afraid to ask for help. Write down any questions you have about the course content or other questions and bring them to the instructor or teaching assistant.
- 9) Make some time for social activities in groups. Maintaining a well-rounded, balanced personal life develops a mature student.

COURSE TEXTBOOKS

The course textbooks utilized by Zion Ministerial Institute were written by the ZMI faculty, who are comprised of primarily ordained ministers with a wealth of spiritual experience and a rich anointing from God upon their lives. Textbooks may be purchased from Zion Christian Publishers online at: www.zcpublishers.com. Students may enter ZMI's Waverly address and request "local pick-up" to avoid shipping charges. Students will receive a confirmation email when the order has been processed and books are ready for pick-up at their mailboxes.

All textbooks for the semester must be purchased prior to the first Monday of the semester. If students prefer, Zion Christian Publishers also sells Kindle readers pre-loaded with all the Zion e-books required for the two-year course of study.

ZMI EDUCATIONAL EXPECTATIONS

ATTENDANCE

Attendance is taken prior to the start of class at 8:00am each day. Students should be seated at their desks, with their computers and work area ready to begin before 8:00am.

Tardiness

Being tardy hinders the student's ability to learn, and the teacher's ability to teach effectively. In addition, tardiness disrupts the entire classroom. When the teacher signals the beginning of a class period, students are expected to be in their seats, prepared and ready to learn, with all required materials available. Students who are not seated and ready to begin class by 8:00am, or arrive after the Instructor has begun speaking, are considered tardy. This includes returning to class from break.

A total of 25 percentage points may be deducted from the Attendance Grade per course for tardiness. Each day a student is tardy, 5 points will be deducted from the Attendance Grade for a one credit (5 day) class, and 8.33 points will be deducted for a half credit (3 day) class. Tardiness from breaks may be noted and calculated into the attendance grade.

Absences from Class

This constitutes *any* absence for which the appropriate dean or administration received no communication, or absences which were not approved by the administration. Unexcused absence from class will result in a deduction of 20-40 percentage points from the attendance grade *per day*.

In the event of illness, students must contact **Hannah Schrock** by 7:30am to receive an excused absence. Students who may become ill during class and need to be excused from class must notify **Hannah Schrock** immediately upon leaving class to receive an excused absence.

Students who must miss class due to illness (after having reported the illness) will need to make up the missed lecture and/or review the day's lecture through another student's notes. However, another student's notes may not be submitted for the "Class Notes" Attendance assignment.

*If the designated contact is away or unavailable, students must contact the Registrar.

STUDENT CHAPEL

Chapel Class Period: **8:00-8:50am** | Worship: **12-18 minutes** | Message: **15-20 minutes**

The purpose for chapel is to give each student practical experience in these two vital aspects of the ministry and to prepare them for future ministry opportunities, as well as a unique opportunity for the Lord to speak His message directly to the student body. Many times, the Lord has a specific theme or message that He communicates throughout the semester through the student messages, worship, prophecy, as well as class lecture.

Students are required to attend all Student Chapels and participate in chapel as scheduled. Chapel lasts a maximum of 50 minutes. The students are scheduled on a rotation to preach and to lead praise and

worship. The schedule for the preaching and worship leading will be posted in Planning Center Online (PCO), and scheduling notification will be emailed to appropriate students as reminders from PCO. The chapel rotation will be posted on the classroom bulletin board.

The scheduled worship leader shall enter the song list into PCO by 5:00pm two days prior to the scheduled chapel service. Rehearsal for the assigned chapel service shall be from 1:00pm – 1:30pm, in the ZMI Classroom, the day prior to the scheduled service.

When preparing sermons, students are not permitted to ask staff for assistance with transferring, converting, or printing files. Students may request help from the Teaching Assistant with questions, or in the final preparation, review, proofreading, or practicing of their messages. Students shall use their own resources such as illustrations, object lessons, and other related items in order to prepare their messages. If messages need to be printed, please use the wireless printer in the ZMI classroom.

MINISTRY CLASSES

- **Elderly Ministry**
- **Children’s Ministry**
- **Worship Team**

Each of these ministry classes are semester-long classes. Each student will be scheduled to participate in both Elderly Ministry and Children’s Ministry one (1) time per month. Those students who are on the Mount Zion Church Worship Team will also be scheduled a minimum of one (1) service per month. Students may also be asked to participate in the Mount Zion Church Youth Group, Overcomers, on occasion. This should not conflict with other scheduled services.

OUTSTATIONS

Occasionally there may be opportunities for students to gain practical ministry experience in different areas of ministry through outstations to local churches, such as teaching, preaching, leading worship, giving a testimony, presenting special music, etc. All students are expected to participate in these opportunities when assigned, though not all students may be able to be assigned.

Outstation Assignments

Outstation assignments will be made as early as possible in the semester. Consideration will be made for individual giftings and preference when possible. Students should speak with the Registrar concerning their interests, as well as any problems that may arise due to scheduling.

If a student is contacted by another church to participate in a service, please speak with Elizabeth Humphreys regarding this prior to accepting.

Pastors’ Seminars (Conventions)

Pastor’s Seminars (otherwise known as our bi-annual Conventions) are a requirement, each semester, for all students, including matriculating, audit, residential, and non-residential students. These seminars present an opportunity for students to learn from seasoned and proven ministers of the gospel, from our board members to visiting missionaries. Students are also expected to serve in many different

capacities during the seminars, to create a welcoming atmosphere for our guests, and to assist the staff in the running of the convention and facilities.

ZMI CLASS POLICIES (AS APPEAR ON ALL SYLLABI)

1. Regular and punctual attendance is required. Attendance is taken at every class. If the opening song or class has begun before the student arrives (including resuming after class breaks), he or she is considered tardy.
2. Students are responsible for taking thorough notes (if absent, the student is responsible for completing missed audio and/or obtaining class notes from a fellow student, although all notes submitted for the assignment grade must be unique to the student, and not copied from anyone else). When taking notes, consider that these notes may themselves be used as the basis for teaching one day.
3. When discussion is called for, students are expected to participate, engaging in dialogue to further the understanding of the subject as a group. Students are expected to be respectful and courteous at all times, never demeaning, rude, or condescending in discussion or disagreements. Unacceptable behavior will not be allowed.
4. Students are expected to act with academic integrity at all times. This includes, but is not limited to, the following:
 - a. Turning in another's work as the student's own is prohibited.
 - b. Correctly and appropriately citing the work of others is required – this means any idea, whether a direct quotation, paraphrase, or summary, that has not originated from the student. Any specific information, data, or idea that the student obtained from an outside source, and which was not properly cited (both in-text and on Works Cited page) is considered plagiarism.
 - c. Cheating will not be allowed. This may include, but is not limited to, making use of resources not permitted on an assignment; enabling another student to do so; or attempting to learn the questions or answers to assignments before the allowed time; or using the work of another student to complete an assignment.

Students with known learning disabilities who need scholastic accommodations or modifications must contact the Registrar and indicate the assistance needed in writing prior to the beginning of class.

GRADING SYSTEM

The following grading scale expresses the levels of scholastic achievement upon which submitted work is evaluated. Please note this is based on a 4.0 grading scale.

Letter Grade	Numerical Equivalent	Grade Point Average	Standing
A+	100	4.00	Exceptional
A	96-99	4.00	Honor
A-	93-95	3.70	Honor
B+	90-92	3.30	Good
B	87-89	3.00	Good
B-	84-86	2.70	Good
C+	81-83	2.30	Satisfactory
C	78-80	2.00	Satisfactory
C-	75-79	1.70	Poor, but passing* **
D+	73-74	1.30	Unsatisfactory, but passing* **
D	71-72	1.00	Unsatisfactory, but passing* **
D-	70	0.70	Unsatisfactory, but passing* **
P	70 and above*	0.00	Pass*
F	69 and below	0.00	Failure
I		0.00	Incomplete
W		0.00	Official Withdrawal
UW		0.00	Unsatisfactory Withdrawal

A minimum grade of "C" is required for transfer credit

*Except where a minimum grade of "C" is required

**Raises concern about the student's satisfactory learning progress

COURSE EVALUATION

Course work will be evaluated for clarity and organization, knowledge of original content, demonstration of original thought, ability to draw sound conclusions and support with authoritative evidence, grammar, punctuation, and proper MLA citation. While points will not be deducted for disagreement with an idea being conveyed, all essays must substantially support their argument with proper research, Scriptural validation, and sound reasoning, as well as demonstrating understanding of the course content and accurately meeting the syllabus requirements. Course work will be carefully graded upon set criteria as outlined below:

Grade	Content	Structure, Syntax, Style
100% (Exceptional) A+	Skillfully evaluates information gathered;	Content is well organized and flows smoothly and naturally;
95-99% (Honor) A, A-	demonstrates independent thought and ideas; exhibits a depth of knowledge based on research; clearly articulated; viable conclusions	Clear intro, body, and conclusion; essentially error free; presentation is neat and professional; proper citation; excellent command of English
86-92% (Good) B+, B, B-	Content is fairly clear and accurate; some independent thought evident; good awareness of issues and knowledge; offers solid but less accurate reasoning and detail; contains some appropriate details and/or examples	Content is organized and flows; Some minor errors; rare major flaws; generally clear and concise; essay looks neat; minor errors in citation; good command of English
78-83% (Satisfactory) C+, C	Average awareness of issues and display of knowledge; content somewhat vague; some signs of logical organization; generally acceptable conclusions	Generally coherent; Several minor errors; occasional major flaws; several minor errors in citation; lack of defined focus; relatively good command of English
75-77% (Poor, but passing* **) C-		
70-74% (Unsatisfactory, but passing* **) D+, D, D-	Difficulty demonstrating understanding of issues; limited clarity and logical organization of thought; insufficiently supported conclusions; off topic	Somewhat coherent; unclear focus; numerous minor flaws; several major flaws; several errors in citation; understandable but inconsistent command of English
Below 70% (Fail) F	Demonstrates lack of knowledge and grasp of subject, insufficient reasoning, undeveloped and unsupported ideas	Often incoherent; numerous minor flaws; numerous major flaws; poor command of English

GUIDELINES SUMMARY FOR FORMAL WRITING ASSIGNMENTS

Learning to write clearly is a skill that will aid you for many years to come. This is especially true in regards to church ministry. The following are some general steps involved in writing a good theological essay:

Requirements: Read the assignment description and identify the main points that the syllabus is asking you to discuss. This can make the difference between a confusing and a well-written essay. It helps to write down the specific requirements of the essay before you start to write and continually refer back to them to ensure that you have met each requirement. Each writing assignment will be examined to see if you have met the specific requirements of the syllabus and points will be deducted for each requirement that is not fully met.

Research: It is vital that you properly research the assigned topic using (at a minimum) Scripture, as well as the required and recommended reading in order to present a proper depth of knowledge. While you are not expected to be an expert in the subject, you do need to have a proper background in the subject that is only achieved by thorough reading of the textbooks, Scripture, and other reference books. Each essay should include at least two (2) direct quotations, as well as paraphrases (as appropriate), from the required reading, as applies to the assigned topic. Points will be deducted for failing to provide appropriate scriptural and authoritative support for doctrinal statements and conclusions drawn.

Approach: The essay should be approached as a formal line of reasoning, in the third person and past tense, for the purpose of persuading your reader with authoritative evidence and strongly supported conclusions.

While exhortation may be appropriate occasionally, formal writing assignments should refrain from exhorting or preaching at the reader. Exhortation should not take the place of fully developing, explaining, and supporting truth in your own words. Only personal/universal application of truth should use second person plural (We, Us, Our) in order to avoid “preaching” at the reader.

- Example: “Believers must realize that understanding spiritual truth only comes by faith, and faith is only given to a believing heart.”
- Example: “We must labor to enter into the rest of God by laying down our own plans and mindsets, and ceasing from our own works, learning to lean upon our Beloved as He leads us.”

Be concise in using Biblical examples and accounts. For example, rather than repeating the narrative and explanation of the whole story, concisely describe how the biblical example applies to the main point being developed, citing Scripture references.

Points will be deducted for inconsistency in tenses (e.g. past tense vs. present tense), unnecessary or distracting narrative or explanation, exhortation or preaching, or lack of focus and authoritative support for persuasive reasoning.

Thesis Statement: It is important that you develop a concise idea that conveys what will be discussed through the essay and present it as the last sentence of the opening paragraph. The thesis statement should identify the main points to be developed in the essay, in the order in which they will be

addressed. This is the evaluator's "roadmap" and "checklist" for grading the essay. The purpose of the rest of the essay will be to prove and defend that thesis. Points will be deducted for no thesis statement or thesis statements that are unclear or too general.

Outline: Sketching out the skeleton of your essay before you start writing the rough draft can be very helpful in preventing you from getting stuck on tangents that do not properly support your thesis statement. Adding each of the assignment's requirements from the syllabus to the outline can also help you ensure that the requirements are fully met. Points will be deducted for failing to fully develop or digressing significantly from the main points of the thesis statement and the syllabus requirements.

Introduction: Develop an opening paragraph that will not only introduce the reader to your subject, but set the scope or boundary of your subject, and will grab the reader's attention, leading him into the essence of your argument. The introduction should show why the subject is important, applicable, relevant, or interesting to the reader. Points will be deducted for unclear or inadequate introduction; points will also be deducted for too broad or lengthy introduction, relative to the length and scope of the paper (i.e. a 3-5 page paper should have a strong, clear introduction of one third to one half page in length).

Body: Each paragraph should relate directly to and support your thesis statement. Provide supporting evidence in the form of reasoning, logical evidence, scriptural examples, and citations in a clear and sensible presentation. For further information, please refer to ZMI Writing Guidelines 2014. The following link may also aid understanding this process:

<https://www.olchs.org/assets/documents/Transitions-Two-In-One.pdf>

Please note, each paragraph should fully develop *one* main idea, with a minimum of three complete and clear sentences. Logical flow and good transitions between paragraphs is essential for the reader to clearly understand and follow the progression of the essay. Points will be deducted if paragraphs digress from the main point/thesis statement being developed, fail to adequately develop the idea being presented, or fail to demonstrate logical organization and flow.

Conclusion: No new ideas should be presented in the conclusion; however, the conclusion should not simply be a restatement of your thesis statement or main points. Instead, the conclusion should be treated as the last opportunity to make an impression upon the reader. Therefore, without offering any new evidence, present the reader with a short summary of your thesis argument, with perhaps a memorable thought, quotation, or call to action that the reader can walk away with. Points will be deducted for inadequate, abrupt, or disconnected conclusions, or for conclusions that present new information which should have been included in the body of the essay.

Language: An essay or theses is considered formal prose and should not follow the structure of or sound like informal, spoken English. Use of language should reflect the voice and personality of the writer, rather than the textbook or instructor, while conforming to the structure of formal prose. Using direct, active language will help to keep the flow and pace of the essay. Points will be deducted for use of contractions (making two words into one: it's, you're, he's, etc.), informal or narrative style, or unnecessary wordiness and repetition that weaken the impact of the essay (i.e. "fluff").

Quotations & Citations: To avoid any issues with plagiarism, it is important for students to provide proper quotations and citations for information taken from other resources. Quotations should always be introduced to show why the quotation is necessary to the discussion and development of the thesis statement. Do not let a quotation “stand alone,” or expect the reader to make sense of it for himself.

Direct quotations, including Scripture, should account for no more than 15 percent of the length of the essay. In other words, for a five (5) page essay, direct quotation from Scripture and textbooks should not be longer than $\frac{3}{4}$ of one page.

Block quotations (more than four complete lines of text) should be rare – no more than one (1) per essay – and must contribute directly and substantially to the overall focus of the essay, not used as “filler” to fulfill the page requirements.

See the Zion Ministerial Institute MLA Style Guide for further discussion of quotations and citations. Points will be deducted for inadequate or improper citations, as well as unnecessary or too many quotations.

MLA: Essays must be formatted according to the standards of the Modern Language Association (MLA). Please refer to the MLA example in your course syllabus, as well as the Zion Ministerial Institute MLA Style Guide or *MLA Handbook for Writers of Research Papers* (7th Edition) by Gibaldi.

Evaluator Comments: *Pay close attention to the evaluator comments on your returned assignments and rubrics.* It is important to receive and incorporate feedback and corrections from course evaluators throughout your studies at ZMI. The evaluators may deduct an increasingly higher number of points if it is observed that you are not addressing their comments. If comments or corrections are unclear, please email the Registrar at registrar@zmi.edu to request an appointment to discuss specific concerns.

For further information and help on writing, see “ZMI Writing Guidelines 2014.”

POPULI: ONLINE COLLEGE MANAGEMENT SYSTEM

Staying informed throughout the semester is very important. We communicate constantly with both students and instructors throughout the semester, regarding updating information, answering questions, announcements, changes, etc. Populi is our online College Management System. Populi will be essential to receiving and responding to all ZMI communications, Class Materials, Assignment Submissions, etc.

Students must log in to Populi at least twice a day, once in the morning, and once in the evening, to check for announcements, updates, changes, etc. All course materials and booklists will be found in the designated course through Populi. All assignments will be submitted through Populi, with specific instructions for each assignment.

It is also necessary for students to check ZMI email at least twice a day, once in the morning and once in the evening for more extensive or detailed communications.

COURSE MATERIALS

Students must log in to Populi to retrieve course materials, download required files, and review required textbooks through the course Info page. The course will be made available to each student the Friday prior to the beginning of class through Populi.

ASSIGNMENT SUBMISSIONS

Assignment Submission Instructions

Students are advised to complete assignments, including discussions and review questions, in a Word document saved to the laptop hard drive, in the event that the internet connection is lost while completing the assignment. It is also advised to back up to an external drive frequently, not just the cloud, in the event that wifi is unavailable.

Log into Populi. On the home page, find the course section on the lower right and click on the appropriate course page.

File Type Assignments:

- Once in the course page, click on the “Assignments” tab.
- Click on the name of the desired assignment to upload; i.e. “Unit 3: Essay.”
- Click on “Attach a file,” then click “Browse” to locate the assignment.
- If applicable, enter any message or notes required for assignment.
- Press “Submit” to upload assignment(s)
- If multiple submissions are made, the latest submission *prior to the due date/time* will be accepted. However, students should not upload the assignment until they are satisfied that the assignment is complete and meets the requirements. Any submission made after the due date/time is not guaranteed of acceptance.

The course submissions assignment file names should include the course name, followed by the assignment number, and student last name with first initial. For example: SYS105-Unit1-SampleS.

Test Type Assignments:

- Once in the course page, click on the “Tests” tab.
- Click on the name of the desired test assignment.
- Review the instructions:
 - If this is a timed test, the test must be completed within one sitting and the time allotted. If, for some reason, your computer freezes or you lose internet, contact the Registrar as soon as possible, to retake the test.
 - If there is no time limit, you may begin the test, close it *without* submitting, and return to it at any time before the due date to complete the review questions.
- When the test is complete, click the “submit” button on the bottom of the page to ensure answers are saved and submitted.

Discussion Type Assignments:

- Initial Post -
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Click in the box at the bottom of the page with the button labeled “Add Comment”. Copy and paste the discussion post from your saved Word Document and click the “Add Comment” button.
- Response to Another Student’s Initial Post
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Respond to the chosen student’s discussion post by clicking “Reply” under the post, and entering or copying and pasting your text into the box and clicking the “Reply” button.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- Response to Another Student’s Response
 - If you desire to respond to another student’s response in addition to responding to an initial post, click on “Reply” under the Response – this will include your response in the discussion thread. Address the student you wish to respond to by name, if it is not the initial post.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- For assignments with minimum word counts, the discussion comment box will show the word count. If typing the discussion direction into a word document, the word count is also displayed on the bottom of the screen.

Assignments Due Dates and a Day of Rest

ZMI has structured the courses to enable students to have Sundays as a day of rest unto the Lord (Gen.

2:2; Ex. 31:15a; Isa. 58:13-14; Mark 2:27-28). For this reason, assignments will be due by **11:00pm Saturday night**, following the end of class, unless the Instructor chooses to move the deadline to within the week of class. All assignments are to be submitted through Populi, according to directions, and are to conform to the assignment instructions, writing guidelines, and MLA style guide. For questions concerning this, please see the Teaching Assistant.

Late Assignment Submission Policy

The default deadline for all course assignments will be 11:00pm Saturday following the end of class. In other words, each week will be self-contained, with the course work due the same week as class.

All assignments will be submitted through Populi. If an assignment is due at 11:00pm, the link to complete an assigned test will disappear at 11:01pm. If a file assignment is submitted after the due date/time, a message will appear in red, "Past Due". This means that any assignment not submitted by the deadline is automatically late.

Any student who was not able to submit the assignment before the deadline must contact the Registrar. If a student missed the deadline for a test, the Registrar may make an exception, allowing the student to complete the test within two days (by 11:00pm Monday of the following week), if the Chancellor considers this to be appropriate. If the student missed the deadline for a file assignment submission, Populi will still allow the assignment file to be uploaded, with a message in red on the submission page stating "Past Due".

However, accepting course work submitted after the deadline is not guaranteed. If assignments are submitted after the due date/time, each must be evaluated on a case-by-case basis by the Chancellor. In the event that it is deemed appropriate to receive late assignments, the late penalty will also be determined on a case-by-case basis.

EMAIL

Upon enrollment, students are given a "zmi.edu" email address, which will be the only email address used for communication, as well as a Populi login. It is important to note that all ZMI communications will go to the "zmi.edu" address, and students will not receive emails from ZMI to any other personal address. Students may check their "zmi.edu" email by logging into their Populi account and then clicking on the "Email" tab at the top-left of the main page. Again, students should check their email daily to view announcements.

ACADEMIC REPORTS

Through Populi, students have access to their academic records, including the following academic reports:

- Grade Report: lists each term's courses and final grades.
- Unofficial Student Transcript: reflects the students' academic history at ZMI

To view and/or print the reports listed above through Populi:

- Click on "My Profile" on the toolbar at the top of Homepage
- Click on "Student" Tab on the Profile page
- Select the report to view and/or print from the options at the top of the page

TECHNOLOGY REQUIREMENTS

- **Laptop**
- **Word '07 or higher (or equivalent)**
- **Ability to submit files as .doc(x)**
- **External Drive to back up coursework**

Each student must own a working laptop computer, running a word processing program equivalent to Word '07 or higher. All assignments are to be submitted as .doc(x) format. Students should also use an *external drive* on which to back up all course work, daily, to avoid losing files. Please note, thumb drives are not a replacement for an external drive, as thumb drives can fail.

SCHOOL CALENDAR

2018-2019 Academic Calendar	2019-2020 Academic Calendar
<p><u>Fall I 2018:</u></p> <p>Student Move-In Date: 22 August Semester Orientation: 23-24 August Semester Start Date: 27 August</p> <p>Labor Day: 3 September</p> <p>Fall Convention: 25-27 September Thanksgiving Break: 22-25 November</p> <p>Semester End Date: 14 December Student Move-Out Date: 15 December</p> <p><u>Spring I 2019:</u></p> <p>Student Move-In Date: 5 January Semester Start Date: 7 January</p> <p>Mid-Term Break: 1-4 March (Fri.-Mon.)</p> <p>Spring Convention: 23-25 April Graduation Date: 26 April Student Move-Out Date: 27 April</p>	<p><u>Fall II 2019:</u></p> <p>Student Move-In Date: 21 August Semester Orientation: 22-23 August Semester Start Date: 26 August</p> <p>Labor Day: 2 September</p> <p>Fall Convention: 24-26 September Thanksgiving Break: 26 November – 1 December</p> <p>Semester End Date: 13 December Student Move-Out Date: 14 December</p> <p><u>Spring II 2020:</u></p> <p>Student Move-In Date: 11 January Semester Start Date: 13 January</p> <p>Mid-Term Break: 6-9 March (Fri.-Mon.)</p> <p>Spring Convention: 28-30 April Graduation Date: 1 May Student Move-Out Date: 2 May</p>

FINANCIAL OBLIGATIONS

TUITION, ROOM & BOARD, FEE SCHEDULE

Please refer to the ZMI Catalog or website (<http://www.zmi.edu/academics/financial-info/>) for a full schedule of all tuition, room and board, and fees.

TEXTBOOKS

For bookstore purchases and payments, please order online through zcpublishers.com with a local address (ZMI's address may be used for this), and select "Local Pick-up". All textbooks for the semester are to be purchased before the first week of class. Please note, Zion Christian Publishers offers for sale a limited number of Kindle readers pre-loaded with all required Zion textbooks for the two-year course of study.

FINANCIAL ASSISTANCE

Zion Ministerial Institute students are not eligible for FAFSA, PELL, or other U.S. taxpayer subsidized loans and grants. No diploma or transcript can be issued until all accounts are settled in full. Zion Ministerial Institute offers the following tuition discounts.

- Ministerial Discount: Ordained and Licensed Ministers of the Gospel may receive a 10% discount on tuition costs by submitting a copy of their ministerial credentials.
- Missionary Discount: Individuals who are full time missionaries, currently residing on the mission field, may receive a 50% discount on tuition. Documentation will need to be provided by the supporting ministry to verify missionary status.

PAYMENT

Payment in full for the semester is required on the due date of 15 August. Charges are made to the student account in Populi, and payable online by credit or debit card, by mail with personal check, or in person by check or cash. If there is a concern about ability to pay the balance in full, please speak with the Registrar as soon as possible, or by 1 August at the latest.

All payments to Zion Ministerial Institute must be made in U.S. dollars in the form of a check from a USA based bank, money order, or by VISA, MasterCard, or Discover. Please do not send cash.

Students will be charged a \$15.00 fee for any check that is returned due to insufficient funds. Make checks out to Zion Ministerial Institute.

PAYMENT THROUGH POPULI

Students may make a payment online through Populi. To make a payment:

- Log in and click on the "My Profile" tab
- Click on the "Financial" tab

- Click on the “Make a Payment” link on the right hand side of the page to go to a secure payment form where the credit card information may be entered.

A link may also be provided if a third party will be making payment. To send a link:

- Log in and click on the “My Profile” tab
- Click on the “Financial” tab
- Click on the gray link entitled “Someone else paying?” on the right hand side of the page
- A link will appear which may be copied and emailed to another individual who will make payment by credit card. The link expires after 30 days.

REFUND SCHEDULE

All refunds are processed based upon the official withdrawal date stated on the Official Withdrawal Notice. The date of withdrawal is the date the student completes the Official Withdrawal Notice. The student must officially withdraw in writing to the Registrar in order to receive any refund.

Tuition

Tuition is refunded based on the official withdrawal date. Tuition refunds apply for all full-time matriculating and full-time audit students within the first three weeks of the semester on the following schedule:

- 0-7 days into term 75% tuition refund
- 8-14 days into term 50% tuition refund
- 15-21 days into term 25% tuition refund

Room and Board

Refund for Room and Board is based on the official withdrawal date and unused whole weeks.

Fees

Application Fee. The Application Fee is non-refundable, including additional charges for international shipping via DHL incurred by international applicants.

Student Services Fee. The Student Services Fee refund is based on the official withdrawal date.

All matriculating and auditing students are eligible for the refund on the following schedule:

- 0-30 days into term 75% student services fee refund
- 31-60 days into term 50% student services fee refund
- 61-90 days into term 25% student services fee refund

Security Deposit Fee. The amount of this fee reimbursed at the end of the academic year will be determined by the state of the dormitory room upon inspection by a member of the ZMI housekeeping staff. Any damage incurred, beyond standard “wear and tear”, by the student will be deducted from the amount of the Security Deposit Fee paid. (See “Student Facilities” section.)

Graduation Fee. In the event a student is withdrawn and has paid the graduation fee, the entire graduation fee will be refunded.

RESIDENTIAL POLICIES

STANDARD OF CONDUCT & COMMITMENT

Community of Spiritual Mount Zion

The Lord has given a vision to Zion Fellowship, which we desire to instill into our students at Zion Ministerial Institute, to come unto the Mountain of the Lord, to abide in His holy dwelling, before His presence, in spiritual Mount Zion. Psalm 133 describes the atmosphere and community of those who have ascended to spiritual Mount Zion, and that He desires to bring us into at Zion Ministerial Institute:

Behold, how good and how pleasant it is for brethren to dwell together in unity! It is like the precious ointment upon the head, that ran down upon the beard, even Aaron's beard: that went down to the skirts of his garments; As the dew of Hermon, and as the dew that descended upon the mountains of Zion: for there the LORD commanded the blessing, even life for evermore.

The first step for dwelling in unity is that each one of us must accept the *whole* Word of God. Those who dwell in the presence of God are those who are becoming most like the Lord, through loving His Word, His Law, His Commandments, and demonstrating His love toward others. If we do not love *all* His Word, trusting that even the hard sayings are for our ultimate benefit and His good purpose, then we will never be truly united with God or with each other.

The road to unity is difficult, as the points of contention in our lives are revealed and dealt with by the Lord. Unity cannot be achieved without embracing the trials, distresses, and breakings that serve to purify and straighten us, bringing us closer to the Lord and to one another (*Psalms III, Bailey 226*).

Psalm 133 speaks of the precious ointment that anointed the priests in Exodus 30:23-25. These verses give us the key elements of this ointment:

- Myrrh Meekness
- Cinnamon Goodness
- Calamus Gentleness
- Cassia Humility
- Olive Oil Peace

(Song 4:12-14; Gal. 5:22-23; Gen. 8:11; Psalms III, Bailey 226-231)

These are essential qualities that must be developed in our lives in order to flow in unity with the body of Christ. Just as the oil was poured out upon the head of the priest, and ran down all his garments, to his feet, so we have to become covered and saturated with these characteristics of the Lord, until they become part of who we are. When this happens, we will be one with the Lord, and with each other, as Jesus prayed in His High Priestly Prayer of John 17: 3, 20-24.

As we learn to dwell together in unity, having the same mind and heart with God, we are fulfilling the longing of the Father's heart: that He would be made known through our lives, as Christ dwells with us and lives through us.

The Biblical Standard of Zion Ministerial Institute

Returning to the Psalms, the Biblical standard required to ascend Mount Zion and dwell before God's presence can be summed up in Psalms 24 and 15.

Psalms 24 lists the qualifications for those permitted to *ascend* Mount Zion and *stand* in this Holy of Holies.

- 1) Clean hands
- 2) Pure heart
- 3) Not lifted up his soul to vanity
- 4) Not sworn deceitfully

Psalms 15 lists the qualifications of those who are allowed to *abide* or *remain continually* in the presence of the Holy God in spiritual Zion.

- 1) Walks uprightly
- 2) Works righteousness
- 3) Speaks the truth – even in his heart
- 4) Does not backbite
- 5) Does no evil to his neighbor
- 6) Does not take up an offense
- 7) Makes a difference between the vile or profane and the holiness required by God
- 8) Honors those who fear the Lord
- 9) Keeps his word, even when it requires a cost, and does not change
- 10) Does not demand interest, but gives freely
- 11) Does not pervert justice by taking bribes (*Psalms I*, Bailey 62)

God promises that those who live by these 15 precepts will receive the blessing of the Lord, and will remain with Him forever, in spiritual Zion. Nothing can remove them from the presence of God. Therefore, this is the Biblical standard that Zion Ministerial Institute asks of those who live in its community. While none of us is without problems, the Lord sees the heart, and does not judge us according to our failings, but according to the choices we make every day, to submit to His dealing, responding in loving obedience to His every word (Psalm 40).

Thus, with a heart set to delight in obeying the Lord, let us put off whatever would hinder the life of the Spirit of God flowing through us, revealing the love and character of Christ through our daily lives.

Practical Living

Obedience is a major key to receiving the blessing of God in our lives, and working out or establishing our spiritual position and salvation (Phil. 2:12; Heb. 5:9; Col. 3:20, 22). This includes obedience, not only to God's Word, but also to the authorities He places over us, including the State, the home, and the

Church. Romans 13:1-7 establishes clearly God's sovereignty over all aspects of life, and He has established all levels of authority over the lives of His people. For this reason, we need have no fear in obeying the authorities of the land, parents, or pastors, because each are established by God, and He will only use them for good in our lives.

Zion Ministerial Institute submits to the requirements of the government in the running of this school, trusting God to work out His perfect purpose through all situations. Students enrolled in ZMI are also agreeing to live in obedience to the laws of the United States, to obey their parents, and to obey the leadership of Zion Ministerial Institute. While attending ZMI, students are expected to comply with Zion Ministerial Institute leadership, who have the final word in all matters of behavior, relationships, conduct, or correction, which, either directly or indirectly, involve or affect the community at ZMI.

Zion Ministerial Institute reserves the right to discipline or ask a student to withdraw for any reason. Students who choose not to obey the authority of Zion Ministerial Institute leadership, or comply with the statement of faith and standard of conduct may be subject to discipline up to and including dismissal.

Paul explained that if we live in the Spirit, learning to become sensitive to His voice, we will put off everything that is hateful to Him, and learn to be clothed in the character of Christ. In order to embrace these biblical standards in daily living, the Apostle Paul defined the characteristics that we need to put off, in Galatians 5:16-21:

Adultery, fornication, uncleanness, lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, Envyings, murders, drunkenness, revellings, and such like: of the which I tell you before, as I have also told you in time past, that they which do such things shall not inherit the kingdom of God.

Paul continues in verses 22-26, explaining the fruit of the Spirit that allow us to live in unity with both God and each other:

But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, Meekness, temperance: against such there is no law. And they that are Christ's have crucified the flesh with the affections and lusts. If we live in the Spirit, let us also walk in the Spirit. Let us not be desirous of vain glory, provoking one another, envying one another.

Clearly, walking in the Spirit, putting off the works of the flesh, and allowing the fruits of the Spirit to be developed in our lives makes it very clear that certain things will not be tolerated:

Anything that defiles the temple of the Holy Spirit (our bodies), including, but not limited to:

- Illicit use of legal or illegal drugs
- Tobacco in any form
- The use of alcoholic beverages
- Any form of sexual immorality including, but not limited to the following:
 - Pornographic materials
 - Immodest behavior or dress

- Any action or relationship that does not promote chastity among the unmarried, and the sanctity of marriage between one man and one woman
- Dishonesty or deceit in any area of life, including stealing, and academic dishonesty (plagiarism, passing another's work off as your own, cheating, enabling others to cheat, etc.)
- Gossip or any harmful communication that could injure another person; dishonor God, disrespect to personnel of the school, profanity, vulgar or obscene language or actions, etc.
- The use of or participation in any form of rock music, either secular or Christian
- Continued disobedience to the school leadership or the established policies of the school

While these may be obvious violations of God's Word, there are other areas that may not seem as clear cut, and yet must be submitted to the Spirit of God, such as entertainment. While no video (either online, streaming, downloaded, or DVD) is permitted to students during the semester, there are many other forms of entertainment, both during the semester, and at home, that may present temptation. No form of entertainment that defiles the spirit or violates the Ten Commandments or the voice of the Lord speaking to you should be used.

Conclusion

Our desire is that every member of the Zion Ministerial Institute community remembers that our lives reflect upon the Lord, and upon ZMI. Where do our choices take us? What do our decisions show? Are we delighting in entertainment that grieves the Holy Spirit? Are we going into places where the Lord cannot go with us? Are we finding pleasure in things that are hateful to God? These are questions that we must answer before the Lord; for what we choose to fill our time, our minds, our hearts, and our eyes with will determine our course in life and in eternity. We ask that you prayerfully inquire of the Lord what is acceptable in His sight, and pray for the grace to choose His will above what you may be inclined to choose, or even above what you see others around you choosing.

Those who are called to ascend to and dwell in spiritual Mount Zion with the Lord are called out, not only from the world, but even from among those Christians whose standards are conforming to this world, rather than to the standards of God. We must learn, day by day, to desire and seek the Lord, through obedience to His Word and the voice of His Spirit in our lives, that we may abide in the very dwelling place – the home – of the Lord: Mount Zion, His holy hill.

For that reason, we ask each student to commit to this godly standard of living and affirm this in the Enrollment Agreement each Academic Year that we may all seek to ascend and dwell together in unity, in the home of the Lord.

CULTURE OF THE KINGDOM OF GOD

The Kingdom of Heaven is without division. While there is great diversity in God's Kingdom, there is no disharmony or discord. Our purpose at ZMI is to walk in harmony and peace, first with the Spirit, and then with each other, by the grace of God. Jesus Himself, as He was preparing to go to the cross, prayed this for each of us to be made one with the Lord, and one with each other (John 17:20-23).

The Parable of the Vine and Branches from John 15 shows that the way to achieve this unity with Christ and each other is by learning to abide in Christ – the True Vine – through continual communion with

Him and obedience to His Word. The final commandment He left His disciples was to abide in His love through obedience to His Word, maintaining daily communion with Him, and loving others.

Jesus also used this parable to show that there are areas in our lives – good things, and even parts of our own identity – that must be pruned or cut back for a time, in order for the Life of the Spirit to flow more freely, concentrating on the areas of greater fruitfulness that Christ desires to develop in us and present to His Father.

English as the Official Language

One thing the Holy Spirit has quickened in order to bring us into this unity with Himself and each other is to speak in one language. Because language is so intimately linked with its culture, division, segregation, and miscommunication can sometimes occur. Since the primary language of ZMI is English, with all classes and services conducted in English, we feel that it is important to request students to speak only English during their time at ZMI, in order to help avoid divisions among the students, and help establish harmony and oneness among the ZMI community.

Doing so will also show consideration to those students who do not speak English as a first language, and are seeking to gain proficiency by speaking only English.

This is a request rather than a rule. However, we ask that you would prayerfully submit this to the Lord, and make a commitment to honor Him by respecting and abiding by the request of ZMI Administration, to speak only English within the ZMI community while living at ZMI.

ZMI DISCIPLINARY & COUNSELING POLICIES

Christian System of Discipline

Zion Ministerial Institute has established our disciplinary policy with the purpose of creating true disciples of Christ, causing an atmosphere where the Holy Spirit is welcome to dwell, encouraging both spiritual and educational development for our students. We believe that correction administered in the spirit of gentleness, meekness, humility, and love is an important part of demonstrating and developing the character of Christ (Gal. 6:1-2; Col. 3:13-14; 1 Thess. 2:7-8). As well, learning to receive correction is a necessary, healthy, and important part of spiritual and leadership development (Heb. 5:8; Prov. 3:11; Prov. 15:10; 2 Tim. 3:16; Job 5:17; Heb. 12:5,11).

Equally, we believe that discipline and training is a necessary requirement for all who desire to please the Lord, live in godly community and harmony, and ensure that the Kingdom of God is established in our midst (Matt. 18:4; Psa. 119:7; Psa. 119:67; Matt. 5:19; Matt. 7:21). To that end, we believe that the authority structures established by God – government, church, and parents – are for our good. While Zion Ministerial Institute has no intention of usurping authority from the students' parents or local pastors, by enrolling at Zion Ministerial Institute, students have chosen to submit themselves to ZMI's leadership, and are expected to respect and obey that leadership (Heb. 12:7-10; Prov. 29:10).

Therefore, students are subject to Zion Ministerial Institute jurisdiction while enrolled at or living on ZMI's campus. ZMI reserves the right to take disciplinary action against any student whose conduct, in the opinion of Zion Ministerial Institute, has violated the standard of conduct, or has not been in the

best interest of the student, other students, or ZMI. All ZMI students are expected to abide by the ZMI standard of conduct, and all ZMI rules, regulations, and policies (see ZMI Student Handbook). Appropriate disciplinary action will be taken against any student found to be in violation of the standard of conduct, rules, regulations, or policies of ZMI, up to and including suspension and/or expulsion.

The purposes of discipline are manifold: (1) to protect the community of Christ from the infiltration of sin (1 Cor. 5:5-8; 1 Cor. 15:33); (2) to produce godly sorrow and bring the individual to repentance (Luke 5:32; 2 Cor. 7:10; Rom. 2:4); (3) to deliver from sin, showing fruits of repentance, and establish in the pathway of righteousness (Matt. 3:8; 2 Cor. 7:9); (4) to cause the individual to acknowledge the wrongdoing, as well as the consequences and judgment for the wrongdoing (Psa. 41:4; Psa. 51:4; Psa. 32:5; Hos. 5:15); (5) and to restore, after true repentance, to fellowship and right standing (2 Tim. 2:25; 1 John 1:6-7).

Just as individuals vary in needs and temperament, we recognize that Scripture teaches to tailor the discipline to the individual and the seriousness of the violation, warning some strongly, entreating others softly and with encouragement, but approaching all in meekness and humility, remembering the mercy and grace that has been shown to us (Matt. 6:14-15; Jude 1:23; 1 Thess. 5:14-15). We should always seek to restore, where there has been true repentance, which is shown by wholehearted acknowledgement of wrongdoing, godly sorrow for sin, and a turning away from sin, accepting all judgment and consequences in true humility (Gal. 6:1; Matt. 6:15; Luke 17:3; 2 Cor. 2:7).

Therefore, one or more of the following measures may be taken with an errant student, as deemed necessary and appropriate by the leadership of Zion Ministerial Institute:

- **Warning** - A statement of the regulation with an official warning and expectations concerning future behavior.
- **Probation** - A status allowing the student to remain on campus with particular conditions specified.
- **Suspension** - An involuntary separation of the student from Zion Ministerial Institute for a specified length of time determined by the Chancellor.
- **Withdrawal** - The student is permitted to withdraw without privilege of returning until a time specified by the Chancellor.
- **Expulsion** – An involuntary and permanent separation of the student from the Institute with an appropriate notation on the student’s record of the reasons for such termination. For additional information on disciplinary procedures and the appeal process, contact the Vice Chancellor’s Office.

Christian Counseling Policy

As previously stated, Zion Ministerial Institute reserves the right to offer discipline and correction in a student’s life, to help students to overcome in areas of weakness or struggle, and submit to the authority God has placed over their lives. However, the purpose of Zion Ministerial Institute is to raise up those who are called of God to be leaders and ministers in His Church.

For this reason, ZMI desires to establish godly principles and boundaries in the counseling of students. The leadership of ZMI is not to take the place of or usurp the authority of the pastoral leadership in the students’ home churches. Rather, the desire of the Academic, Administrative, and Pastoral Staff, as well

as the Instructors, is to encourage students to keep open lines of communication with their own pastors, seeking the Lord for direction and guidance under the covering of their home church authority.

If a student desires to involve any member of leadership from ZMI in a matter of spiritual counsel for God's direction and guidance, we ask that the student first ask permission from the student's home pastor, and determine if the home pastor would like to share this responsibility with the ZMI leadership.

CLOTHING

It is required that students dress properly at all times, always maintaining a high standard of propriety and excellence in character.

Modesty

The modern styles are changing, but our modest standards should remain the same. All clothing, whether in class, work duties, recreational times or simple casual wear should cover the body modestly. Do a self-check to make sure nothing "shows" when you move around or bend over. We want to consider others when we dress. The standard should be to direct all eyes to Christ, not to ourselves.

Dormitory Attire

Students are required to be fully dressed or modestly robed in dorm hallways. If not wearing shoes, please wear slippers or socks in dorm hallways. Do not go barefooted.

Formal Dress

The formal dress code is in effect for all ZMI classes, student chapel, and Mount Zion Church services (please refer to Orientation guidelines for Kids' Church). Students should look neat and proper at all times.

Ladies. Formal dress for ladies is a *modest* long dress, or long skirt and blouse. If the dress or skirt has a slit, it must not go above knee level when sitting. Length should cover the knees when sitting. During the colder months we suggest nylons or tights to keep warm. Necklines should be high. No sleeveless dresses.

Gentlemen. Formal dress for men is dress pants, a button-up dress shirt, belt, necktie, and a pair of matching socks. Please, no white socks with formal dress. Suits and sport coats are encouraged.

Recreational/Active Wear

When students are not in class or services, they are free to dress casually. Students should dress appropriately for work, recreation, and evening fellowship times.

- **Shorts:** Loose-fitting, No spandex. Preferred length is touching the top part of the knee when standing.
- **Pants:** Loose-fitting made of knit sweat, parachute or heavy polyester material. No spandex.
- **Shirt:** Loose-fitting T-shirt and/or sweatshirt. Must be **long enough** to stay tucked in or modestly cover during activities.
- Crew **socks**, a pair of gym **shoes** in good condition with laces tied.

- **No** tank tops, sleeveless shirts, spandex tights or clothing with holes or tears. Clothing must not become revealing at any time during recreational activities.

COURTING & ROMANTIC RELATIONSHIPS

Because of the intense, immersive training program at ZMI, becoming involved in a romantic relationship during this time may divide students' focus and ability to fully engage in the opportunities and studies provided through ZMI. We would ask students to prayerfully consider dedicating these two years to the Lord, making Him their only focus and commitment, and purposing not to pursue a romantic relationship during this time.

ZMI is a small, close-knit community. Therefore, the hazards of a romantic relationship with another resident of the ZMI facilities (whether staff, student, or resident) are greatly increased. For this reason, students are not permitted to pursue or engage in any relationship with romantic interest and intent with another resident of ZMI.

Our purpose in this is to protect everyone involved, including the community of ZMI as a whole, and enable each other to maintain pure relationships that honor the Lord by putting Him first and respecting the guidelines laid down by ZMI Administration.

Fellowship Guidelines

We desire to help students develop godly, pure, and balanced relationships with others (Phil. 2:3-5, 14-15). With this in mind, we encourage students to use the common rooms and ZMI classroom for fellowship and study. To help keep you safe and to help maintain pure and godly friendships that honor the Lord and are a good testimony to others, two students of the opposite sex may not be alone in any of the rooms at any time, except public areas such as the dining hall.

Except for married couples, students of the opposite sex may have **no electronic communication** with each other while enrolled and living at ZMI (including, but not limited to text, call, Skype, WhatsApp, Snapchat, Facebook, or any other social media communication).

Additionally, except for married couples, students of the opposite sex should have no physical contact (1 Cor. 7:1).

We ask that you prayerfully consider this matter of obedience and choose to submit this to the Lord, making a commitment to honor Him by obeying and submitting to what is asked of you here at ZMI.

STUDENT FACILITIES

DORMS

Housing

Resident housing is available on a first come first served basis. Dorm rooms are assigned by Housekeeping. All students are to store all possessions in their own rooms. No additional storage space is available on campus. Pets are not permitted.

U.S. and Canadian students must supply their own linens, blankets, pillows, and towels, if arriving by car. These items, however, are provided for students coming from long distances, and arriving by air.

Single Residents. Housing is in dormitory style. Each room provides a sink, bed, workspace, dresser or shelving, and closet. Students are required to keep their rooms clean. Rooms are subject to periodic inspections.

Ample communal bathrooms and shower rooms are provided on each floor. Students must keep their own dormitory bathrooms and showers clean. Housekeeping will post a cleaning schedule in each dorm. Please leave bathroom and shower areas clean and free of clutter. Bathrooms will be inspected periodically.

Dorm phones are provided for incoming calls; outgoing calls may be made using 1-800 calling cards only.

Married Residents. A limited number of married student rooms are available. Each room provides a double bed or two single beds, bathroom, closet, dresser, work space, and sofa.

Family Residents. Housing availability for married students with children is determined on a case-by-case basis.

Maintenance

Dorm room furniture. All items assigned to that dorm room by Housekeeping must be kept in that dorm room. No items may be removed, stored in other rooms, or otherwise disposed of. If an item is not required or desired to be left out, it must be stored in that dorm room's closet.

No items from anywhere else in the building may be brought in to the dorm room without express permission from Housekeeping.

Any damaged (including odors) or stained furniture, fixtures, or linens belonging to ZMI will be assessed by Housekeeping, and may result in reduced or no reimbursement of the security deposit. Irons may only be used with an ironing board, and not on any other surface.

Personal Décor. Students are permitted to bring personal pictures/posters to hang in dorm rooms. However, students must use only **Command Tabs® & Command Hooks®** to hang on or adhere anything to walls, doors, or furniture.

All personal décor should reflect the values of Christian faith, and adhere to the Standard of Conduct and Commitment. Rooms may be subject to periodic inspection throughout the semester. Any décor deemed inappropriate or not in harmony with the atmosphere at ZMI must be removed.

Food and Beverage. Students are permitted to have food and beverages in dorm rooms; however all food items must be kept in tight-sealing containers to avoid attracting rodents. Any stains or damage to the room or furniture will result in reduced or no reimbursement of the security deposit fee. This may include pest infestation or odors due to improper cleanliness.

No major appliances other than a dorm size refrigerator, microwave, toaster, and coffee maker may be used in student housing. No hotplates, toaster ovens, electric frying pans, or other such utensils are to be used in student housing facilities.

Please eat all cafeteria meals in the cafeteria. School meals are not permitted in student dorm rooms.

Items belonging to the school, such as silverware, mugs, plates, etc. must be rinsed and returned to the ZMI kitchen as soon as possible.

All personal mugs, cups, dishes, utensils, and any other food items are the responsibility of the student, and must be washed and stored in the student's dorm room. Personal items may not be left in the kitchen for others to wash.

Housing & Student Departure During Semester Breaks

Housing During Semester Breaks. Students are not permitted to stay on campus during breaks unless expressly approved by the Chancellor. Students are requested to leave within two days of the semester's completion and asked not to return until the Saturday before the next semester starts. Students who receive permission to stay over semester breaks may be charged room and board, or arrangements may be made to work for room and board.

Departure During Semester Breaks. Over the summer break, students are required to remove all personal possessions from Zion Ministerial Institute at the time of departure. Zion Ministerial Institute will not assume responsibility for students' personal items left on campus. Any personal items left will be considered as donations to ZMI, and will be removed or redistributed at ZMI's discretion.

Security Deposit. The security deposit of US\$250.00 per occupant is due by 15 August with all other fees. This security deposit may be refundable (in whole or in part) based on the condition of the room at the time of the student's departure.

At the end of the Spring Semester (or prior to departure, if a student withdraws from enrollment), all students are required to complete a Dormitory Departure Checklist to ensure the dorm room is clean and has not been damaged beyond normal wear and tear. This checklist must be signed and dated by the student, and left on the clean bed.

After the student's departure, a Housekeeping staff member will review and evaluate the dorm room, according to the Departure Security Deposit Checklist to assess the amount of the security deposit eligible for reimbursement. This checklist will determine the amount (if any) of the security deposit

returned to the student at the end of the academic year, or after moving out. Students will usually receive any eligible reimbursement within 45 days of departure.

PUBLIC ROOMS & FACILITIES

Common Rooms

No food or drink may be taken into carpeted areas, other than the dining room.

Students are encouraged to have times of fellowship together in common/public spaces. However, while students are permitted to study in the dining hall or common rooms, these spaces are not to be co-ed study groups. In other words, either guys or girls may use a common space for study, but may not use the same area to study in a mixed group of guys and girls together.

We strongly encourage students to study in the quiet of their rooms, to maximize focus and productivity. If a group of students (guys or girls) decide to study together in the same space, it should be quiet and focused, not a time for chatting and fellowshiping.

Instruments, Music, and Noise

The Blue Common Room piano and the ZMI classroom piano and keyboard are available for practicing between 8 A.M. and 8 P.M. every day. The instruments and equipment in the main sanctuary are off limits unless given express permission from the music director.

Personal instruments (such as but not limited to guitar or violin) may be used in dorm rooms, but may not be used during mandatory study hours (Mondays & Tuesdays, 6:30pm-9:00pm) or during quiet hours (10:00pm – 7:00am, daily).

Please keep in mind that all dorm rooms may have neighbors, either on the same floor, or on the floors above or below. Because sound travels clearly throughout the building, music (whether recorded, personal singing, or instruments), conversation, and other noise is required to be kept to a reasonable level, and quiet hours must be observed.

ZMI Classroom

The ZMI classroom is located on the first floor of the main building, by the kitchen. This classroom is used for all ZMI courses, as well as ZMI Chapel.

Student Desk Area. Students have assigned seating in the classroom. Please keep the student name card on the desk for the benefit of the Instructors. Because the classroom is also used for other purposes, students should remove personal valuables from the classroom daily. Desk drawers may not be locked.

Beverages are allowed in class. Beverage containers shall be removed from the classroom daily. No food items are allowed during class periods.

Computers and wireless devices in class. Students are required to use a computer for taking notes in class. When class or chapel is **not** in session, students may access the available wireless network. During class, computers may only be used for taking notes. No entertainment, electronic communication, or social media of any kind may be used during class time. Wireless devices and cell phones are prohibited

during class sessions. No recording devices are to be used during class. Skype (or other social/communication apps) may be used **only** with permission to allow a student who is absent for illness to attend the lecture.

Wireless Printer. A wireless printer has been provided for student use to print documents related to ZMI, including chapel messages and song lists. Documents printed for personal use cost US\$0.10 per page, to be paid in the Middle Office “copy tin”.

Laundry Room

The laundry room is open to students in the afternoons and evenings, Monday through Friday, and open to all residents, all day Saturday. The laundry facilities are closed on Sundays. Ladies’ laundry days are Monday, Wednesday, and Friday. Men’s laundry days are Tuesday and Thursday. Please pay 50¢ for each wash load and 50¢ for each dryer load.

Be mindful to remove laundry promptly when cycles are completed, and remove all personal laundry from the laundry room by the end of the same day.



Please purchase **High Efficiency** laundry products. We have HE machines which cannot use conventional detergents. Please label all personal laundry supplies kept in the laundry room. Items not labeled will be used for housekeeping.

Library

Books may be checked out on the honor system, and must be returned by the end of each semester.

Cars & Parking

Students are permitted to have one car per student on campus. They should be parked in the front parking lot only. No student parking is allowed in the back loading dock area, the upper pick-up area in the front of the building, or in the Zion Academy parking lot.

ROOMS OFF LIMITS TO STUDENTS

Offices

All offices are off limits to students unless an appointment is made, or the student is performing office duties. Please request appointments in person or by email with staff members, including ZMI staff, well in advance in order not to distract staff from other responsibilities.

Kitchen

The kitchen and cooler are off limits to students except when performing a duty.

The student refrigerator is located by the back loading dock where students may store their food items. Students are responsible to label and clear out their own food items before the expiration date. All items without names or that are not properly sealed will be disposed of.

At times, extra food items will be available on the snack table, located just inside the kitchen, where students may help themselves.

Storage Areas

Storage rooms and the basement are off limits to students unless they are on duty or accompanied by a staff member, except for the library.

Zion Academy

Both floors of the Zion Academy building are off limits to students at all times. When Zion Academy is in session from 8 AM—3 PM, please do not use the playground area or the Garden of Peace.

EMERGENCY ATTENTION SYSTEM

In the event of an emergency, please proceed to the designated areas listed on the emergency instructions posted on the dormitory doors. An electric bell, located by the kitchen, is used for signaling attention, meals, and emergencies. No unauthorized use of the bell system is permitted.

One (1) ring : Attention.

Two (2) rings: Meal Is Served.

Three (3) rings: Emergency – leave the building immediately.

STUDENT LIVING

TIME MANAGEMENT

The desire of Zion Ministerial Institute is to impart excellence in all areas of the student's life, especially in character, time management, responsibility, and relationships.

ZMI's aim is to prepare students for the ministry. While the ministry is service to God, it is also caring for people. Our desire, as the leadership, instructors, and staff at ZMI, is to prepare students for the many demands, deadlines, and difficulties that come with ministry. Those who embrace the call of God upon their lives will have to deal with people, authority structures, labor, financial crises, and many other situations that will require the wisdom, knowledge, grace, and provision of God. Thus, this intensive, immersive program of study at ZMI is designed to equip students

- To rightly divide the Word of God
- To develop a relationship and discipline of daily seeking God for His will, and committing their way to the Lord
- To be financially upright and responsible, a wise steward of the resources God entrusts them with, while learning a holy dependence upon Him for all that is necessary
- To develop excellence in their studies and communication, being able to clearly explain the hidden truths of God's Word
- To learn obedience and faithfulness to the standards and guidelines that are put in place to help and guard them
- To learn to work under deadlines and manage time wisely, counting time as a resource given by God to accomplish His will
- To this end, Zion Ministerial Institute has implemented policies to aid students in developing these godly and necessary qualities, skills, and disciplines.

Devotions

One of the main reasons for coming to ZMI is to establish a strong, daily, personal relationship with Jesus through prayer, Bible reading, and personal praise and worship. One way this is accomplished is by learning to spend time every day in His Presence, not only bringing Him your needs, but learning to listen in stillness to His soft voice, offer Him personal praise and worship, and feed upon His Word.

For many students, this may be a new discipline, and as such, it will take time and perseverance to establish. We encourage you to begin with committing to manageable times of prayer and Bible reading. The early morning hours, as well as evening hours, can be very special times with the Lord. By beginning your day with the Lord, and committing your way to Him, you have the opportunity to receive peace, wisdom, and guidance for the day.

We have provided a Bible reading plan that will take you through the whole Bible in a year, by reading for about 15-20 minutes a day.

While you may not remember every detail of all the classes in years to come, the results of setting aside time to meet with the Lord every day, of reading His Word and coming before His throne in prayer and

waiting upon Him, will keep you and bear fruit for the rest of your life – and for eternity.

Church Services and Prayer

Students are required to attend all scheduled services at Mount Zion Church, including Adult Sunday school, and mid-week corporate prayer meetings. The Wednesday evening Life Group for ZMI students will be led by Pastor Tucker. Residential students must request permission to miss any service or weekday prayer meeting.

Study Time

ZMI is a very brief, intense training program, during which time management is essential to reap the full benefits of the classes. Students are encouraged to take advantage of this time in ZMI to devote themselves to study (2 Tim. 2:15). To assist students with managing their study time, we have provided scheduled and mandatory study times on Monday and Tuesday evenings from 6:30pm – 9:00pm.

Duties

Students are asked to serve in different ways throughout the semester. This is an opportunity to learn valuable lessons that will stand students in good stead throughout life and ministry. Resident students are assigned duties at the beginning of each term. Duties are posted on the student bulletin board in the ZMI classroom. The appropriate staff will discuss work duties with the students during orientation. Students should be conscientious of their duties at all times.

If a student is unable to perform their duties due to illness they should make arrangements for another student to cover their duties. If a student is not on time to perform his duties, please have a staff member locate them.

Electronic Devices During Duties. If working alone inside the building, students are permitted to use electronic devices, as long as this does not interfere with their performance of these duties, endanger the safety of the student or others, or impair effective and respectful communication with others. If this becomes a problem, the student may be asked to stop using the device.

If working outside the building on any type of duty or work, students are not permitted to use earbuds or electronic devices, as this could jeopardize the safety of the student and others.

Kitchen Duties. All assigned kitchen duties shall be completed immediately following the meal or as determined by the kitchen staff. Dish put-away must be done as soon as the dishes have dried and no later. This includes silverware, cups, and pots and pans.

Electronic Devices & Entertainment

With wireless access to the internet, cell phones, entertainment, Mp3 players, etc., any of us can become easily distracted. Using temperance and self-control, determine to keep your heart in check when considering how much time is spent on activities with little value.

In order to help develop a pure and wholehearted relationship with God, many distractions need to be pruned. To assist with this, students are not permitted to watch any videos, either online, downloaded, or on DVD.

Students should use discretion concerning the music they listen to. Rock music, whether secular or “Christian,” is not permitted. Gambling, fantasy/role-playing, and all electronic games (including video games) are not allowed.

Students are encouraged to keep a good balance of devotions, study, exercise, time outdoors, fellowship, and adequate sleep.

Meals

All breakfasts, Monday—Friday, will be self-serve, and may not be taken to class. Breakfast foods will be available in the Student Pantry & Prep area, next to the ZMI Kitchen.

Meal times begin with two rings of the bell, and food is put away 20-25 minutes from that time. We are unable to take special requests for food items at any time. Because of Life Groups on Wednesdays, the usual self-serve breakfast, and a large mid-day meal will be served, with sandwiches served at 5:00pm.

If students do not wish to eat or will be going out, they should notify the cook by “signing out” on the board in the kitchen, Monday – Friday, **before 9:00 A.M. for lunches**, and **before 1:00 P.M. for dinners**. (Please see section on “Weekends” for additional information.)

If “signing out” and you are on a kitchen duty, please make arrangements to have another student cover your kitchen duty while you are away. Kitchen duties must be done at the scheduled time—not postponed for a later time.

Fasting. We encourage students and staff alike to seek the Lord, and to fast and pray. Fasting is voluntary and should be in obedience to the Lord’s leading, or for the purpose of earnestly and humbly seeking God during a specific period. Occasionally there may be days designated as *voluntary* fasting (but not mandatory). If students desire to fast, they must sign out in the kitchen.

Activity Times

Thursdays, 6:30pm—9:00pm, will be structured student activities, ping pong, or games. Students will take turns in organizing the activity nights. Fellowship with the Body of Christ – and the student body – is also very important to maintain a healthy and balanced life. Occasionally, additional activities will be planned. If students must be absent from recreation time, they must first obtain permission from the administrator. We also encourage the students to take advantage of the paths and walkways, or the exercise room on the second floor, for daily exercise.

Exercise & Safety

Students are strongly encouraged to use the equipment in the exercise rooms, rooms 214 & 215 on the second floor, immediately across from the main stairwell, or to walk in the sanctuary or around the courtyard, several times a week.

Students are also encouraged to enjoy the outdoors for running, walking, studying, and relaxation. Male students may walk on the campus as they wish, but are not to leave Zion’s property on foot. A female student seeking to go for a walk alone may only go as far as the top of the first curve of the road. However, if a female student is accompanied by two or more other students, girls may walk the hill as

desired, but may not leave Zion's property on foot. Female students are not permitted to walk outside after dark. Ladies, please note that this is for your safety and protection.

Guests

Students must obtain permission before inviting guests to stay at ZMI, by going through Hannah Schrock. If permission is granted, students are responsible for notifying Housekeeping of the dates/times of arrival, meals, and departure of guests. The visitor fees for accommodation and meals are available from Housekeeping and payable to the Business Office. *Specific permission to sit in on classes must be obtained*, and visitors will be responsible to pay the class fee of \$10 per day to the business office.

The students will be responsible for hosting their own guests and for acquainting them with ZMI guidelines. At no time are ladies permitted on men's floors, nor men permitted on ladies' floors. This includes visitors. Children are not allowed in student dorms without an adult or permission.

Working off-campus

Due to the rigorous schedule for ZMI students, working off-campus is discouraged. Any student desiring to work off-campus must discuss this with the Chancellor prior to arrival for the semester.

CURFEW

Students must adhere to the ZMI curfew schedule and return to dorm rooms at the specified time. During quiet hours there should be no loud music (or instruments), conversations, or other noise.

Sunday – Thursday	Friday & Saturday	Daily Quiet Hours
Dorm Floor: 9:30pm Lights Out: 11:00pm	Dorm Floor: 11:00pm Lights Out: 12:00am	All Floors: 10:00pm – 7:00am

Sign-Out/Sign-In

The **Sign-Out/Sign-In sheet** is beside the phone in the cafeteria. Students must sign out when leaving the building at any time. When coming back from being out, students must sign back in.

Students need to request permission from the Chancellor or Vice Chancellor if planning to travel beyond Elmira or Binghamton.

WEEKENDS

Students are free to do as they wish on weekends, but must remember they represent Zion Ministerial Institute at all times. Students may go out on Sundays if necessary, but are encouraged to stay in an attitude of prayer during the day and prepare their hearts for services. On Sunday afternoons, we observe quiet hours in consideration of those who may be resting during this time.

Weekend Meals

Please be mindful of the weekend meal schedule. On the weekends, please give the kitchen one full day's notice if you will not be eating.

Outstations & Work Duties

Outstations are occasionally assigned over weekends. Students must ensure that their weekend duties are covered if scheduled for an outstation, or must be away for any other reason.

Zion Ministerial Institute

WAVERLY CAMPUS

Student Handbook 2018-2019



Waverly, New York, USA

Zion Ministerial Institute Student Handbook

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Disclaimer: No handbook serves to contractually bind Zion Ministerial Institute in any way. Zion Ministerial Institute expressly reserves the right, whenever deemed advisable to (1) change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule, or modify any course, program of study, diploma or any requirements in connection with the foregoing, and (3) to change or modify any policy, handbook, catalog, or publication without notice by Zion Ministerial Institute's governing body. Please be advised that, due to printing deadlines, information in this handbook may be outdated, i.e. changes to regulations, policies, or programs. The most updated handbook is available online through the college management system, Populi, or through the Zion ministerial Institute website, www.zmi.edu.

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ABOUT ZMI

VISION

This is the vision of Zion, to know and delight the heart of our Heavenly Bridegroom through wholehearted, joyful obedience motivated by a single, undivided love for and loyalty to Him.

King David summed up this longing: “One thing have I desired of the LORD, that will I seek after; that I may dwell in the house of the LORD all the days of my life, to behold the beauty of the LORD, and to enquire in his temple” (Psa. 27:4). If this is also our heart, then He will be faithful to bring us, day by day, decision by decision, to the place where we can declare, “Then said I, Lo, I come: in the volume of the book it is written of me, I delight to do thy will, O my God: yea, thy law is within my heart” (Psa. 40:7-8).

PURPOSE

Our purpose is to prepare Christian leaders to be used by God. Our desire is to cultivate godly character within our students and equip them with the necessary tools to maximize their abilities so that they bring forth lasting fruit for the kingdom of God. We seek to prepare our students in three main areas: character, ability, and productivity. Our curriculum offers in-depth courses that are not only theologically sound and Bible-based, but are also anointed and life transforming. The theme verse of Zion Ministerial Institute is John 8:32, where Jesus declared, “Ye shall know the truth and the truth shall make you free.”

STATEMENT OF FAITH

Zion Fellowship accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the following fundamental tenets of faith:

1. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit, who is the Maker and Preserver of all things visible and invisible.
2. We believe in the deity of the Lord Jesus Christ: that Jesus existed eternally with the Father, became Man by the miracle of the incarnation, in no degree ceasing to be God. He is co-Creator of the world and man, the only Savior, and coming Judge.
3. We believe the whole canon of Scripture (both Old and New Testaments), as originally given, to be the inspired and authoritative Word of God, of supreme and final authority in all that it teaches and declares.
4. We believe that all men are lost apart from the saving grace of our Lord Jesus Christ; that sin is cleansed only through personal repentance and faith in the precious blood of the Lord Jesus Christ; that water baptism by immersion should follow receiving Christ as Lord and Savior.

5. We believe that God is well able to preserve us and keep us from falling and to present us faultless before the presence of His glory. However, we can still choose our ways rather than God's and reject the grace of God, losing our eternal salvation. We must continue to walk in the truth.
6. We believe that the redemptive work of Christ on the cross provides healing for the body as well as for the mind, soul, and spirit of man. Christ has an answer for every problem of man, physical or spiritual.
7. We believe that miracles and the gifts of the Spirit are available to the Church today for the edifying and perfecting of its members.
8. We believe that God will visit His Church in the last days and bring multitudes into the Kingdom, preparing us for Christ's Second Coming.
9. We believe that the baptism of the Holy Spirit, as evidenced by speaking in other tongues according to Acts 2:4, is promised to all who desire it, ask for it, and obey God.
10. We believe that everyone will be resurrected (saved and unsaved) and will give an account to the great Judge, whose judgment is final and eternal.
11. We believe that the term "marriage" has only one meaning and that is marriage as a holy institution set forth by God in His Word. Marriage is a covenant relationship between one man and one woman in a single, exclusive union for life, and it is to be a representation of the relationship between Christ and His Church. Any other definition of marriage is contrary to Scripture and to the will of God (Gen. 1:27; Heb. 13:4).

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's biological sex or to otherwise act upon any disagreement with one's biological sex, is sinful and offensive to God.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of the Church.

We believe that marriage is a covenant relationship established by God. We believe that whether the parties are saved or unsaved at the time of marriage, the only situation where it is right to remarry is when one's former spouse has passed away (Rom. 7:2-3). In all other situations, divorce and remarriage to another person is contrary to God's will and purposes.

12. We believe that man should live according to the moral standards set forth in Scripture. This includes: living a holy life; being full of love, joy, peace, longsuffering, gentleness, goodness, faith,

meeekness, and temperance (Gal. 5:22-23). Therefore, we are opposed to: adultery, fornication, uncleanness (including sodomy, lesbianism, bisexuality, bestiality, incest, pornography, and other forms of moral impurity), lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, envyings, murders (including abortion and euthanasia), drunkenness, and revellings (Gal. 5: 19-21; 2 Tim. 3:1-6).

13. We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home; 2) the Church; 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and are governed by His Word.
14. We believe that every Christian, as a steward of the portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully for the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a person has no right to direct the use of the tithe or offering once the gift has been given.
15. We believe that God desires to plant an onward vision within His people, giving us focus and purpose in life. Our vision is reflected in our name – Zion. In the Bible, God spoke of Zion as His dwelling place (Ps. 132:13; Ps 87:2). Therefore, going beyond having right doctrine, an upright life, ministry or good works, our ultimate goal is to have a wholehearted desire and love for the Lord. This will cause us to desire to seek Him, to behold His beauty, to learn to make His presence our home, to win Him and delight His heart (Ps. 24; Ps. 15; Rev.14:1-5, Ps. 27:4, Phil. 3:8).

The vision of Zion is also a progressive vision--having an ever-increasing relationship with Christ, our Heavenly Bridegroom (Heb. 12:22). As we learn to make Christ our one and only desire, and obey Him in all things (Ps. 40:8), He changes us in our spiritual journey so that we qualify to dwell with Him in spiritual Zion.

16. The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

SECTION 2. OTHER MATTERS RELATED TO THE STATEMENT OF FAITH

1. For the purposes of church doctrine, practice, policy, and discipline, our Board of Trustees is the fellowship's final interpretive authority on the Bible's meaning and application.
2. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: members of Zion Fellowship, those employed by Zion Fellowship in any capacity, and who serve as volunteers, should abide by and agree to our statement of faith and conduct themselves accordingly.

In particular, Zion Fellowship pastors shall not solemnize any marriages that are contrary to our Statement of Faith.

3. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: Zion Fellowship's facilities or assets may not be used to condone or allow any activity that is contrary to Scripture or our Statement of Faith.

Scripture is abundantly clear on God's position concerning homosexuality, transgender, and sexual immorality, as explained in our Statement of Faith. Therefore, Zion Fellowship and Zion Ministerial Institute must uphold God's standards at all times, and will not at any time hire or retain any employee, student, or volunteer who engages in or condones any of these practices.

ZMI CHRISTIAN SYSTEM OF EDUCATION

Zion Ministerial Institute is dedicated to teaching the truth of God's Word, which renews the mind and transforms the heart. God's Word clearly states that the fear of the Lord is the beginning of wisdom, and it is from this biblical basis that Zion Ministerial Institute teaches all subjects. Education is not just teaching that influences the mind, but it also influences the life of each student. It has been said, "Doctrine will determine your destiny."

As such, Zion Ministerial Institute seeks to provide an excellent biblical and ministerial education that honors the Lord, and leads students in the pathway of God to a destiny that glorifies His holy name. This we do by training and equipping the next generation of Christian leaders for a life of service to their Savior, homes, churches, ministries, vocations and communities. Our fervent prayer is that God will keep this Institute true and faithful to His ways and His leading, as well as use this Institute to prepare many to live a life that is devoted to His call.

ZMI CHRISTIAN SYSTEM OF CURRICULUM

The Word of God is the foundation of all that we do and all that we are. Therefore, it is essential for all God's people, but especially for those called to be leaders and ministers of the Gospel, to learn how to study and interpret Scripture: "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" (2 Tim. 2:15).

The word "curriculum" in the Latin refers to a course that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum we seek to place a vision and goal before our students of being transformed into the image of Christ and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. This is the goal of our curriculum.

Zion Ministerial Institute is not concerned with studying the theory, philosophy, or principles of the Christian life. Rather, we approach study of the Word of God as a life changing experience: "For the word of God is quick, and powerful, and sharper than any two-edged sword, piercing even to the dividing asunder of soul and spirit, and of the joints and marrow, and is a discernor of the thoughts and intents of the heart" (Heb. 4:12).

The foundation of interpreting and understanding the Word of God is having a pure heart towards God, of obeying His Word, and submitting to His will. This lays the foundation for the study, interpretation, and application of the Scriptures to real and personal life, not only for ourselves, but also to the nations.

The Bible is the mirror in which our hearts, thoughts, and intents are revealed (James 1:23). The Holy Spirit searches the deep things of God, and leads us into all Truth. As our hearts are revealed through the Word of God, the Holy Spirit brings our lives into line with His standards and will (I Cor. 2:9-11; John 16:13).

Therefore, studying and conforming to the Word of God is an ongoing process in our progressive vision to win Christ and be transformed into His image: “Now the Lord is that Spirit: and where the Spirit of the Lord is, there is liberty. But we all, with open face beholding as in a glass the glory of the Lord, are changed into the same image from glory to glory, even as by the Spirit of the Lord” (II Cor. 3:17-18).

ZMI CHRISTIAN VALUES SYSTEM OF RESIDENTIAL CULTURE

The purpose of the Zion Ministerial Institute Residential Program is to allow the truths and principles learned in class to be applied to our students’ character in their daily lives, view of God, treatment of others, thought life, attitudes, obedience, humility, and faithfulness. There are many distractions and temptations in life that seek to draw one into the world, and conform one to its culture.

However, we are called to be set apart from the culture of this world, strangers in our land, and to become citizens of the Kingdom of God, embracing Christ’s culture (I Pet. 1:17-18; Psa. 39:12). For this reason, we seek to prune all distractions from student life to allow students to focus, through the intense training, on making Christ the Solid Rock, Foundation, and Chief Cornerstone of their lives, measuring all things by Him and the culture of His Kingdom, learning to live a yielded, set apart, and poured out life to Him.

ACCREDITATION & AFFILIATION

Zion Ministerial Institute is not currently seeking regional or private accreditation. The academic focus of regional accreditation does not correlate with the purpose of Zion Ministerial Institute’s ministerial curriculum.

In August of 2004, Zion Ministerial Institute was granted Affiliate Status with ABHE, the Association of Biblical Higher Education, located in Orlando, Florida.

STATUS

Zion Ministerial Institute is a private, residential, co-educational, post-secondary Christian school, owned and operated by Zion Fellowship, Incorporated in the state of New York, in the United States of America. Zion Ministerial Institute holds a state charter classified under section 52.22(b) of the New York State Department of Education, which authorizes vocational instruction in the field of religion. Zion Ministerial Institute is authorized by the State of New York to grant certificates and diplomas of completion in the area of ministerial training. Zion Ministerial Institute does not seek or accept federal or state funding.

ADMINISTRATION

Zion Ministerial Institute is governed foremost by the Lord Jesus Christ and by the guidance, wisdom, and anointing of the Holy Spirit. The Chancellor and Vice Chancellor seek to lead ZMI in obedience to the Lord.

The following is a list of the principal staff who handles the administrative duties at ZMI.

Rev. Robert Tucker, Sr., *Chancellor*
M.A., Regent University
B.Th., Zion Ministerial Institute, NM
Dip.Min., Elim Bible Institute

Rev. David Wallis, *Vice Chancellor*
B.S., Auckland University
Min. Dev. Cert., Faith Bible College

Elizabeth Humphreys, *Admissions & Registrar, Bursar*
Course Evaluation Administrator
*M.T.S., Zion Christian University
B.S., Roberts Wesleyan College
B.Th., Zion University
Dip. Min., Zion Ministerial Institute, NY

Josiah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Leah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Rebecca Blodgett, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Denise Miller, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Hilary Sigsby, *Course Evaluator*
M.T.S., Zion Christian University
B.F.A., Wayne State University
Dip. Min., Zion Ministerial Institute, Waverly

Leslie Sigsby, *Course Evaluator*
M.Ed., Wayne State University
B.S., Wayne State University

**Indicates a Candidate for*

ADMINISTRATIVE RESPONSIBILITIES

Chancellor: Rev. Robert Tucker, Sr., with the Vice Chancellor, Rev. David Wallis, oversees all aspects of ZMI and makes all the major decisions regarding ZMI.

Vice Chancellor: Rev. David Wallis is responsible for providing direction and leadership in accordance with that set in place by the Chancellor, in the absence of the Chancellor.

Registrar: Elizabeth Humphreys is responsible for maintaining accurate, secure academic records for former and current students. The basic responsibilities of the Registrar are to initiate and manage academic processes including, but not limited to, registration, academic standing, readmission, grading, and graduation; provide transcript service for current and former students; evaluate and articulate transcripts from other schools; and establish (in consultation with the Chancellor and Vice Chancellor) policies, procedures, and processes.

Bursar: Elizabeth Humphreys is responsible for maintaining the financial records and student accounts.

Admissions: Elizabeth Humphreys is responsible for guiding prospective students through the admission process.

Course Evaluation: Elizabeth Humphreys is responsible for overseeing the grading of student assignments with a team of qualified graders. To assist in meeting the required deadline for course work evaluations of two-weeks after the end of class, a course evaluator is assigned to grade the coursework. The Course Evaluator is responsible to the Registrar & Chancellor.

Student Advisors: Elizabeth Humphreys is responsible for reviewing learning progress for students on a regular basis, and communicating with students as needed, as well as aid student questions regarding academic issues, policies, and instructions.

CONTACT INFORMATION

Zion Ministerial Institute's 170-acre campus rests at the top of Glory Hill, surrounded by secluded meadows and woodland. Waverly, New York, is a small community located on the New York/Pennsylvania border, adjoined by Athens and Sayre, Pennsylvania. When driving, Syracuse and Rochester are two hours north, and New York City is roughly four hours east. The closest regional airport is Elmira-Corning Airport (ELM), only 25 minutes away; the closest international airport is Syracuse (SYR). Local cities offer opportunities to enhance studies in public and university libraries, including Cornell University in Ithaca, and SUNY in Binghamton.

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PO Box 70
Waverly NY 14892-0070
USA

Physical shipping address: (UPS & FedEx only)
Zion Ministerial Institute
241 Glory Hill Rd., #70
Waverly NY 14892-9801
USA

Phone Number: (607) 565-2801 x212
Fax Number: (607) 565-3329
Website: www.zmi.edu

Zion Ministerial Institute departments may also be contacted by e-mail at info@zmi.edu.

Student Arrivals:

ELM is the preferred airport, and Greyhound bus service has a convenient drop-off location at the Terminal Barber Shop in Waverly. Call or email us to let us know your arrival information.

Mail and Shipping:

Letters may be placed in the mailbag located in the Middle Office. Mail is picked up Monday through Friday. Incoming mail is delivered to the mailboxes located next to the laundry room.

When expecting mail or ordering items online to be delivered, please be careful to determine the method of delivery and use the appropriate address.

For postal mail through USPS:

[Student Name]
Zion Ministerial Institute
PO Box 70
Waverly, NY 14892

For UPS and FedEx shipments

[Student Name]
Zion Ministerial Institute
241 Glory Hill Rd., #70
Waverly, NY 14892

Please include your name AND “Zion Ministerial Institute” in shipments to you.

Phone System

Students may make outgoing calls from their dorm hallway by using a (toll free number) calling card. Students may not use the paging facility, or use the phone system to call other phones in the building unless a student is paged by staff.

Important phone numbers: to reach our offices, use the following numbers:

- 9 A.M. to 5 P.M., M—F , call (607) 565-2801.
- After 5 P.M. and on weekends and for any **time-sensitive matters** call (607) 565-7142.
- Our fax number is (607) 565-3329.
- We can be emailed at registrar@zmi.edu, checked during business.
- Students may receive calls on their dorm floors:

Men’s dorm (607) 565-3792

Ladies’ dorm (607) 565-3794

ZMI POLICIES

INTEGRITY OF SCHOLARSHIP

Zion Ministerial Institute recognizes the principles of truth and honesty as being absolutely essential. Students must rigorously follow these principles in all course work, including assignments and examinations. By signing the Enrollment Agreement, the student agrees to abide by these principles. Zion Ministerial Institute requires students to complete all course assignments without unauthorized help from others. Cheating or plagiarizing in any form is sufficient grounds for suspension and/or academic dismissal from Zion Ministerial Institute. If students are suspected of cheating or plagiarizing, they will be notified immediately by administration. Each case will be carefully reviewed and could result in academic dismissal.

ACADEMIC WARNING, PROBATION, & DISMISSAL

Students are expected to successfully complete fifteen (15) weeks of courses per semester. In addition to this, Zion Fellowship and Zion Ministerial Institute host a Pastor's Seminar each semester for an additional week (for a total of 16 weeks per semester), in which students participate through the tasks involved in successfully running the seminar and providing for the needs of guests. Students must maintain a grade point average (GPA) that insures satisfactory learning progress for each semester.

Because the Ministerial Training Program requires 64 non-elective credits to graduate, and offers 16 non-elective credits per semester, students who fail any course will be required to retake that course or complete further assignments, at the Chancellor's discretion, to receive a passing grade and credit for that course, necessary to be eligible for graduation.

Students' scholastic status will be checked frequently throughout the semester. The following policy will be used to determine scholastic status:

Essential Core Policy

The Essential Core courses are key to explaining, understanding, and imparting the vision, doctrine, and ethics of Zion. To be a candidate for graduation with a Diploma in Ministerial Training from Zion Ministerial Institute, students must demonstrate satisfactory understanding and applied learning in the areas of Zion doctrine, vision, and ethics. Therefore, students may not graduate without passing these courses with a minimum course grade of C. Any student who does not pass an essential core course with a minimum grade of C will need to either retake the course or complete further assignments, at the Chancellor's discretion, to show clear understanding and applied learning of the course material, prior to graduating.

International Students

In compliance with SEVIS requirements, all M-1 visa students must show satisfactory progress in all classes. International students studying on an M-1 visa are required to maintain full-time status, which means no non-elective courses may be dropped or failed during the semester.

All Essential Core courses must be passed with a minimum grade of C, and all other courses must be passed with a minimum grade of C-, while maintaining a minimum Grade Point Average (GPA) of 2.0 every semester with no NC (no credit), W (withdrawn), NP (no pass), I (incomplete), or F grades on the transcript.

Zion Ministerial Institute will fully support all international students in their attempts to maintain M-1 student status by passing all courses satisfactorily. At the discretion of the Chancellor, any student who either falls below the required minimum GPA or who receives a course grade lower than C- will work directly with the assigned student advisor, who will evaluate and appropriately address the student's needs, providing any necessary monitoring and progress reports, supervision, tutoring, or mentoring required to enable the student to succeed at ZMI.

Students who either do not follow the requirements of the student advisor or are unable to show satisfactory improvement and progress, may fall out of M-1 student status, be dismissed from the school, and have their SEVIS record terminated, requiring the students to leave the country immediately. SEVP has a zero (0) day policy, meaning students who fall out of status have no grace period to remain in the United States.

This would result in the affected students' having to file for reinstatement from the country of citizenship, which is a long, costly process, and may be denied by U.S. immigration.

Academic Warning

When a student initially fails to pass appropriate credits during the semester, the student will be placed on academic warning. When a student's grade point average for a semester is below 2.00, but the cumulative average is above the academic scale requirement, the student will be placed on academic warning for the following semester. Academic Warning is recorded on the student's academic record.

Academic Probation

When a student's cumulative grade point average falls below the appropriate level of good standing on the academic scale, the student will be placed on academic probation for that and/or the following semester. Any student who fails to maintain a 2.00 average in a semester, and/or repeatedly fails to pass appropriate credits, and/or does not show satisfactory progress may be placed on academic probation. Academic probation status is recorded on the student's file. If a student's grade point average is above the academic status scale for the probationary term, but the cumulative average is still below the academic status scale, or the student fails to pass appropriate credits, the student will continue on academic probation.

Removal from Academic Probation

Students will be removed from academic probation at the end of the semester when their cumulative grade point average and semester grade point average meet the academic status scale and/or they show appropriate progress toward passing required credits.

Academic Dismissal

Students on academic probation whose grade point average for the probationary semester falls below the academic status scale are subject to academic dismissal. Students whose cumulative grade point average meets the academic status scale, but fail to pass appropriate credits for two consecutive semesters, or who have failed to make satisfactory academic progress after being placed on academic probation, are also subject to academic dismissal. When applying for readmission, students may be asked to present evidence of potential academic success.

WITHDRAWAL FROM ENROLLMENT

Students may withdraw from enrollment at any time. Students who desire to withdraw from enrollment must follow the official Withdrawal Procedure as follows:

1. Notification to the Registrar's Office by means of a written letter or email. The Registrar's Office will return an Official Withdrawal Notice to the student, which must be completed and signed by the student in order to make the withdrawal request an "Official Withdrawal". The withdrawal date will determine the amount of refund given to the student, if any.
2. All financial obligations are satisfied. Students who fail to meet financial obligations will not receive academic transcripts.
3. The student's transcript will then reflect official withdrawal, "W". Any student who withdraws without meeting the above criteria will be considered as having an unsatisfactory withdrawal. As a result a "UW" will be permanently noted on the transcript.
4. The student's possessions must be removed from campus within 10 days of withdrawal, unless other arrangements have been made with the Chancellor. Zion Ministerial Institute is not responsible for any personal items left on the campus. Any personal items that are left will be considered donations and will be redistributed or discarded at the discretion of Zion Ministerial Institute.

Family Rights & Privacy Act

Zion Ministerial Institute is in compliance with the Family Educational Rights and Privacy Act. This Act is designed to protect the privacy of educational records, establish the right of students to inspect and review their records, and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures of the Act.

Student Complaints

If students have complaints regarding their coursework, living or classroom arrangements, administration, course instruction, or any aspect of their involvement with Zion Ministerial Institute, they should contact the Registrar's or Vice Chancellor's office. Informal complaints can be discussed in person or over the telephone. However, in order for a formal complaint to be filed, the student must send a written complaint to Zion Ministerial Institute by email or postal mail. All complaints are carefully examined by the Administration staff. Students will receive a written reply within 45 days of the date that the complaint was received.

GENERAL PROGRAM INFORMATION

CURRICULUM

One of the most important aspects of a college or university is its curriculum. Even more important than how we teach is what we teach. The content of a school's curriculum is far more important than the methods of instruction.

In Matthew 5:19, the Lord Jesus Christ expressed the importance of what we do and what we teach others to do: "Whosoever therefore shall break one of these least commandments, and shall teach men so, he shall be called the least in the kingdom of heaven: but whosoever shall do and teach them, the same shall be called great in the kingdom of heaven." Teachers, ministers, and educators are held accountable for what they teach others. Therefore, by God's grace, we must always seek to teach and preach the pure, unadulterated, and undiluted Word of God.

The faculty and staff of Zion Ministerial Institute are committed to a Biblically based, Holy Spirit-inspired, and Christ-centered curriculum. We have designed our curriculum to not only impart the knowledge of God's Word to our students, but also to enrich their devotional and spiritual lives as well.

The word "curriculum" in the Latin refers to a racecourse that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum, we seek to place a vision and goal before our students of being transformed into the image of Christ, and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. That is the goal of our curriculum.

CREDIT HOUR SYSTEM

As a vocational institute, and in accordance with government requirements through the US Student and Exchange Visitor Program (SEVP), Zion Ministerial Institute defines one credit hour as a minimum of eighteen (50-minute) hours of instruction, with approximately thirty (50 minute) hours of homework, for a total of 48 (50 minute) hours of study per week.

COURSE WEIGHTING

The following grading scale is used for *most* classes in calculating the final scores and alphabetic grades:

Attendance	Attendance & Notes	20%
Required Reading	Textbook Questions, Chapter Summaries, Personal Applications	20%
Formal Writing Assignment	Essays, Sermon or Teaching Outlines, Formal Discussions	35%
Other Assignments	Class Specific	25%

METHOD OF STUDY

Ministerial Training has many advantages. Courses are scheduled progressively over two (2) distinct academic years, consisting of four (4) unique semesters, to train students in thorough biblical knowledge and understanding, in-depth character studies, aspects of ministry and leadership relating to the local church, and character building.

Courses at Zion Ministerial Institute are presented using the “block system”, in which each one-credit course is taught in five (5) days with approximately eighteen (18) hours of instruction, and each half-credit course is taught in two and one-half (2.5) days with approximately eight (8) hours of instruction. The homework for each course is due by 11:00pm the Saturday following the end of class. Therefore, students complete all coursework associated with the class(es) for that week, and have Sunday, spent as a day of rest and worship to the Lord, to be refreshed for the following week.

The block system enables one class to be taught at a time, allowing students to be fully immersed in each course, without having to divide time and attention among several classes at once. Many of our instructors are seasoned pastors and missionaries from Zion Fellowship’s local churches and mission fields. The course schedule enables these instructors to be resident on campus for the duration of their classes, which allows students the best opportunity to learn from their lives and ministries. Their wealth of ministry experience from all around the world makes for dynamic, Spirit-filled lectures. Weekday mornings are used for classroom instruction; afternoons and evenings are reserved for studying, hands-on practical ministry, worship services, and recreation.

Ministerial Training also has challenges. It requires an increasing and deepening dedication to an ongoing relationship with Jesus Christ, discipline, time management, and dedication to studies. We encourage students to be diligent in their studies, even as Paul exhorted us in 2 Timothy 2:15: *“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”*

The following are suggestions that others have found helpful for being a successful student at Zion Ministerial Institute:

- 1) After receiving the semester schedule and duty list, and chapel rotations, prayerfully make a workable schedule for each day of the week, allowing ample time for devotional prayer, personal worship, and Bible reading. If you are unsure how to do this, please see your student advisor for assistance.
- 2) Prepare a system of directories or folders on your computer for each course scheduled for that semester. Keeping courses organized assists the student in research.
- 3) Develop a daily study plan. It may be necessary to prioritize your schedule and cut out some leisure activities that will keep you from meeting your goals.
- 4) Find a comfortable place to study with the least distractions possible.
- 5) Try to avoid interruptions when you are studying, but make sure to take necessary breaks to aid concentration. It has been suggested that 45 minutes of study with a 10-15 minute break is sustainable and effective. Let others know your study schedule and ask them to respect your private study time.

- 6) Try to prayerfully apply the course content to your life while you are studying for maximum retention.
- 7) Develop good reading skills through concentration and focus. Pause frequently to review in your mind what you have just read. Read it again if necessary. Take notes of the most important points or underline them.
- 8) Do not be afraid to ask for help. Write down any questions you have about the course content or other questions and bring them to the instructor or teaching assistant.
- 9) Make some time for social activities in groups. Maintaining a well-rounded, balanced personal life develops a mature student.

COURSE TEXTBOOKS

The course textbooks utilized by Zion Ministerial Institute were written by the ZMI faculty, who are comprised of primarily ordained ministers with a wealth of spiritual experience and a rich anointing from God upon their lives. Textbooks may be purchased from Zion Christian Publishers online at: www.zcpublishers.com. Students may enter ZMI's Waverly address and request "local pick-up" to avoid shipping charges. Students will receive a confirmation email when the order has been processed and books are ready for pick-up at their mailboxes.

All textbooks for the semester must be purchased prior to the first Monday of the semester. If students prefer, Zion Christian Publishers also sells Kindle readers pre-loaded with all the Zion e-books required for the two-year course of study.

ZMI EDUCATIONAL EXPECTATIONS

ATTENDANCE

Attendance is taken prior to the start of class at 8:00am each day. Students should be seated at their desks, with their computers and work area ready to begin before 8:00am.

Tardiness

Being tardy hinders the student's ability to learn, and the teacher's ability to teach effectively. In addition, tardiness disrupts the entire classroom. When the teacher signals the beginning of a class period, students are expected to be in their seats, prepared and ready to learn, with all required materials available. Students who are not seated and ready to begin class by 8:00am, or arrive after the Instructor has begun speaking, are considered tardy. This includes returning to class from break.

A total of 25 percentage points may be deducted from the Attendance Grade per course for tardiness. Each day a student is tardy, 5 points will be deducted from the Attendance Grade for a one credit (5 day) class, and 8.33 points will be deducted for a half credit (3 day) class. Tardiness from breaks may be noted and calculated into the attendance grade.

Absences from Class

This constitutes *any* absence for which the appropriate dean or administration received no communication, or absences which were not approved by the administration. Unexcused absence from class will result in a deduction of 20-40 percentage points from the attendance grade *per day*.

In the event of illness, students must contact **Hannah Schrock** by 7:30am to receive an excused absence. Students who may become ill during class and need to be excused from class must notify **Hannah Schrock** immediately upon leaving class to receive an excused absence.

Students who must miss class due to illness (after having reported the illness) will need to make up the missed lecture and/or review the day's lecture through another student's notes. However, another student's notes may not be submitted for the "Class Notes" Attendance assignment.

*If the designated contact is away or unavailable, students must contact the Registrar.

STUDENT CHAPEL

Chapel Class Period: **8:00-8:50am** | Worship: **12-18 minutes** | Message: **15-20 minutes**

The purpose for chapel is to give each student practical experience in these two vital aspects of the ministry and to prepare them for future ministry opportunities, as well as a unique opportunity for the Lord to speak His message directly to the student body. Many times, the Lord has a specific theme or message that He communicates throughout the semester through the student messages, worship, prophecy, as well as class lecture.

Students are required to attend all Student Chapels and participate in chapel as scheduled. Chapel lasts a maximum of 50 minutes. The students are scheduled on a rotation to preach and to lead praise and

worship. The schedule for the preaching and worship leading will be posted in Planning Center Online (PCO), and scheduling notification will be emailed to appropriate students as reminders from PCO. The chapel rotation will be posted on the classroom bulletin board.

The scheduled worship leader shall enter the song list into PCO by 5:00pm two days prior to the scheduled chapel service. Rehearsal for the assigned chapel service shall be from 1:00pm – 1:30pm, in the ZMI Classroom, the day prior to the scheduled service.

When preparing sermons, students are not permitted to ask staff for assistance with transferring, converting, or printing files. Students may request help from the Teaching Assistant with questions, or in the final preparation, review, proofreading, or practicing of their messages. Students shall use their own resources such as illustrations, object lessons, and other related items in order to prepare their messages. If messages need to be printed, please use the wireless printer in the ZMI classroom.

MINISTRY CLASSES

- **Elderly Ministry**
- **Children’s Ministry**
- **Worship Team**

Each of these ministry classes are semester-long classes. Each student will be scheduled to participate in both Elderly Ministry and Children’s Ministry one (1) time per month. Those students who are on the Mount Zion Church Worship Team will also be scheduled a minimum of one (1) service per month. Students may also be asked to participate in the Mount Zion Church Youth Group, Overcomers, on occasion. This should not conflict with other scheduled services.

OUTSTATIONS

Occasionally there may be opportunities for students to gain practical ministry experience in different areas of ministry through outstations to local churches, such as teaching, preaching, leading worship, giving a testimony, presenting special music, etc. All students are expected to participate in these opportunities when assigned, though not all students may be able to be assigned.

Outstation Assignments

Outstation assignments will be made as early as possible in the semester. Consideration will be made for individual giftings and preference when possible. Students should speak with the Registrar concerning their interests, as well as any problems that may arise due to scheduling.

If a student is contacted by another church to participate in a service, please speak with Elizabeth Humphreys regarding this prior to accepting.

Pastors’ Seminars (Conventions)

Pastor’s Seminars (otherwise known as our bi-annual Conventions) are a requirement, each semester, for all students, including matriculating, audit, residential, and non-residential students. These seminars present an opportunity for students to learn from seasoned and proven ministers of the gospel, from our board members to visiting missionaries. Students are also expected to serve in many different

capacities during the seminars, to create a welcoming atmosphere for our guests, and to assist the staff in the running of the convention and facilities.

ZMI CLASS POLICIES (AS APPEAR ON ALL SYLLABI)

1. Regular and punctual attendance is required. Attendance is taken at every class. If the opening song or class has begun before the student arrives (including resuming after class breaks), he or she is considered tardy.
2. Students are responsible for taking thorough notes (if absent, the student is responsible for completing missed audio and/or obtaining class notes from a fellow student, although all notes submitted for the assignment grade must be unique to the student, and not copied from anyone else). When taking notes, consider that these notes may themselves be used as the basis for teaching one day.
3. When discussion is called for, students are expected to participate, engaging in dialogue to further the understanding of the subject as a group. Students are expected to be respectful and courteous at all times, never demeaning, rude, or condescending in discussion or disagreements. Unacceptable behavior will not be allowed.
4. Students are expected to act with academic integrity at all times. This includes, but is not limited to, the following:
 - a. Turning in another's work as the student's own is prohibited.
 - b. Correctly and appropriately citing the work of others is required – this means any idea, whether a direct quotation, paraphrase, or summary, that has not originated from the student. Any specific information, data, or idea that the student obtained from an outside source, and which was not properly cited (both in-text and on Works Cited page) is considered plagiarism.
 - c. Cheating will not be allowed. This may include, but is not limited to, making use of resources not permitted on an assignment; enabling another student to do so; or attempting to learn the questions or answers to assignments before the allowed time; or using the work of another student to complete an assignment.

Students with known learning disabilities who need scholastic accommodations or modifications must contact the Registrar and indicate the assistance needed in writing prior to the beginning of class.

GRADING SYSTEM

The following grading scale expresses the levels of scholastic achievement upon which submitted work is evaluated. Please note this is based on a 4.0 grading scale.

Letter Grade	Numerical Equivalent	Grade Point Average	Standing
A+	100	4.00	Exceptional
A	96-99	4.00	Honor
A-	93-95	3.70	Honor
B+	90-92	3.30	Good
B	87-89	3.00	Good
B-	84-86	2.70	Good
C+	81-83	2.30	Satisfactory
C	78-80	2.00	Satisfactory
C-	75-79	1.70	Poor, but passing* **
D+	73-74	1.30	Unsatisfactory, but passing* **
D	71-72	1.00	Unsatisfactory, but passing* **
D-	70	0.70	Unsatisfactory, but passing* **
P	70 and above*	0.00	Pass*
F	69 and below	0.00	Failure
I		0.00	Incomplete
W		0.00	Official Withdrawal
UW		0.00	Unsatisfactory Withdrawal

A minimum grade of "C" is required for transfer credit

*Except where a minimum grade of "C" is required

**Raises concern about the student's satisfactory learning progress

COURSE EVALUATION

Course work will be evaluated for clarity and organization, knowledge of original content, demonstration of original thought, ability to draw sound conclusions and support with authoritative evidence, grammar, punctuation, and proper MLA citation. While points will not be deducted for disagreement with an idea being conveyed, all essays must substantially support their argument with proper research, Scriptural validation, and sound reasoning, as well as demonstrating understanding of the course content and accurately meeting the syllabus requirements. Course work will be carefully graded upon set criteria as outlined below:

Grade	Content	Structure, Syntax, Style
100% (Exceptional) A+	Skillfully evaluates information gathered;	Content is well organized and flows smoothly and naturally;
95-99% (Honor) A, A-	demonstrates independent thought and ideas; exhibits a depth of knowledge based on research; clearly articulated; viable conclusions	Clear intro, body, and conclusion; essentially error free; presentation is neat and professional; proper citation; excellent command of English
86-92% (Good) B+, B, B-	Content is fairly clear and accurate; some independent thought evident; good awareness of issues and knowledge; offers solid but less accurate reasoning and detail; contains some appropriate details and/or examples	Content is organized and flows; Some minor errors; rare major flaws; generally clear and concise; essay looks neat; minor errors in citation; good command of English
78-83% (Satisfactory) C+, C	Average awareness of issues and display of knowledge; content somewhat vague; some signs of logical organization; generally acceptable conclusions	Generally coherent; Several minor errors; occasional major flaws; several minor errors in citation; lack of defined focus; relatively good command of English
75-77% (Poor, but passing* **) C-		
70-74% (Unsatisfactory, but passing* **) D+, D, D-	Difficulty demonstrating understanding of issues; limited clarity and logical organization of thought; insufficiently supported conclusions; off topic	Somewhat coherent; unclear focus; numerous minor flaws; several major flaws; several errors in citation; understandable but inconsistent command of English
Below 70% (Fail) F	Demonstrates lack of knowledge and grasp of subject, insufficient reasoning, undeveloped and unsupported ideas	Often incoherent; numerous minor flaws; numerous major flaws; poor command of English

GUIDELINES SUMMARY FOR FORMAL WRITING ASSIGNMENTS

Learning to write clearly is a skill that will aid you for many years to come. This is especially true in regards to church ministry. The following are some general steps involved in writing a good theological essay:

Requirements: Read the assignment description and identify the main points that the syllabus is asking you to discuss. This can make the difference between a confusing and a well-written essay. It helps to write down the specific requirements of the essay before you start to write and continually refer back to them to ensure that you have met each requirement. Each writing assignment will be examined to see if you have met the specific requirements of the syllabus and points will be deducted for each requirement that is not fully met.

Research: It is vital that you properly research the assigned topic using (at a minimum) Scripture, as well as the required and recommended reading in order to present a proper depth of knowledge. While you are not expected to be an expert in the subject, you do need to have a proper background in the subject that is only achieved by thorough reading of the textbooks, Scripture, and other reference books. Each essay should include at least two (2) direct quotations, as well as paraphrases (as appropriate), from the required reading, as applies to the assigned topic. Points will be deducted for failing to provide appropriate scriptural and authoritative support for doctrinal statements and conclusions drawn.

Approach: The essay should be approached as a formal line of reasoning, in the third person and past tense, for the purpose of persuading your reader with authoritative evidence and strongly supported conclusions.

While exhortation may be appropriate occasionally, formal writing assignments should refrain from exhorting or preaching at the reader. Exhortation should not take the place of fully developing, explaining, and supporting truth in your own words. Only personal/universal application of truth should use second person plural (We, Us, Our) in order to avoid “preaching” at the reader.

- Example: “Believers must realize that understanding spiritual truth only comes by faith, and faith is only given to a believing heart.”
- Example: “We must labor to enter into the rest of God by laying down our own plans and mindsets, and ceasing from our own works, learning to lean upon our Beloved as He leads us.”

Be concise in using Biblical examples and accounts. For example, rather than repeating the narrative and explanation of the whole story, concisely describe how the biblical example applies to the main point being developed, citing Scripture references.

Points will be deducted for inconsistency in tenses (e.g. past tense vs. present tense), unnecessary or distracting narrative or explanation, exhortation or preaching, or lack of focus and authoritative support for persuasive reasoning.

Thesis Statement: It is important that you develop a concise idea that conveys what will be discussed through the essay and present it as the last sentence of the opening paragraph. The thesis statement should identify the main points to be developed in the essay, in the order in which they will be

addressed. This is the evaluator's "roadmap" and "checklist" for grading the essay. The purpose of the rest of the essay will be to prove and defend that thesis. Points will be deducted for no thesis statement or thesis statements that are unclear or too general.

Outline: Sketching out the skeleton of your essay before you start writing the rough draft can be very helpful in preventing you from getting stuck on tangents that do not properly support your thesis statement. Adding each of the assignment's requirements from the syllabus to the outline can also help you ensure that the requirements are fully met. Points will be deducted for failing to fully develop or digressing significantly from the main points of the thesis statement and the syllabus requirements.

Introduction: Develop an opening paragraph that will not only introduce the reader to your subject, but set the scope or boundary of your subject, and will grab the reader's attention, leading him into the essence of your argument. The introduction should show why the subject is important, applicable, relevant, or interesting to the reader. Points will be deducted for unclear or inadequate introduction; points will also be deducted for too broad or lengthy introduction, relative to the length and scope of the paper (i.e. a 3-5 page paper should have a strong, clear introduction of one third to one half page in length).

Body: Each paragraph should relate directly to and support your thesis statement. Provide supporting evidence in the form of reasoning, logical evidence, scriptural examples, and citations in a clear and sensible presentation. For further information, please refer to ZMI Writing Guidelines 2014. The following link may also aid understanding this process:

<https://www.olchs.org/assets/documents/Transitions-Two-In-One.pdf>

Please note, each paragraph should fully develop *one* main idea, with a minimum of three complete and clear sentences. Logical flow and good transitions between paragraphs is essential for the reader to clearly understand and follow the progression of the essay. Points will be deducted if paragraphs digress from the main point/thesis statement being developed, fail to adequately develop the idea being presented, or fail to demonstrate logical organization and flow.

Conclusion: No new ideas should be presented in the conclusion; however, the conclusion should not simply be a restatement of your thesis statement or main points. Instead, the conclusion should be treated as the last opportunity to make an impression upon the reader. Therefore, without offering any new evidence, present the reader with a short summary of your thesis argument, with perhaps a memorable thought, quotation, or call to action that the reader can walk away with. Points will be deducted for inadequate, abrupt, or disconnected conclusions, or for conclusions that present new information which should have been included in the body of the essay.

Language: An essay or theses is considered formal prose and should not follow the structure of or sound like informal, spoken English. Use of language should reflect the voice and personality of the writer, rather than the textbook or instructor, while conforming to the structure of formal prose. Using direct, active language will help to keep the flow and pace of the essay. Points will be deducted for use of contractions (making two words into one: it's, you're, he's, etc.), informal or narrative style, or unnecessary wordiness and repetition that weaken the impact of the essay (i.e. "fluff").

Quotations & Citations: To avoid any issues with plagiarism, it is important for students to provide proper quotations and citations for information taken from other resources. Quotations should always be introduced to show why the quotation is necessary to the discussion and development of the thesis statement. Do not let a quotation “stand alone,” or expect the reader to make sense of it for himself.

Direct quotations, including Scripture, should account for no more than 15 percent of the length of the essay. In other words, for a five (5) page essay, direct quotation from Scripture and textbooks should not be longer than $\frac{3}{4}$ of one page.

Block quotations (more than four complete lines of text) should be rare – no more than one (1) per essay – and must contribute directly and substantially to the overall focus of the essay, not used as “filler” to fulfill the page requirements.

See the Zion Ministerial Institute MLA Style Guide for further discussion of quotations and citations. Points will be deducted for inadequate or improper citations, as well as unnecessary or too many quotations.

MLA: Essays must be formatted according to the standards of the Modern Language Association (MLA). Please refer to the MLA example in your course syllabus, as well as the Zion Ministerial Institute MLA Style Guide or *MLA Handbook for Writers of Research Papers* (7th Edition) by Gibaldi.

Evaluator Comments: *Pay close attention to the evaluator comments on your returned assignments and rubrics.* It is important to receive and incorporate feedback and corrections from course evaluators throughout your studies at ZMI. The evaluators may deduct an increasingly higher number of points if it is observed that you are not addressing their comments. If comments or corrections are unclear, please email the Registrar at registrar@zmi.edu to request an appointment to discuss specific concerns.

For further information and help on writing, see “ZMI Writing Guidelines 2014.”

POPULI: ONLINE COLLEGE MANAGEMENT SYSTEM

Staying informed throughout the semester is very important. We communicate constantly with both students and instructors throughout the semester, regarding updating information, answering questions, announcements, changes, etc. Populi is our online College Management System. Populi will be essential to receiving and responding to all ZMI communications, Class Materials, Assignment Submissions, etc.

Students must log in to Populi at least twice a day, once in the morning, and once in the evening, to check for announcements, updates, changes, etc. All course materials and booklists will be found in the designated course through Populi. All assignments will be submitted through Populi, with specific instructions for each assignment.

It is also necessary for students to check ZMI email at least twice a day, once in the morning and once in the evening for more extensive or detailed communications.

COURSE MATERIALS

Students must log in to Populi to retrieve course materials, download required files, and review required textbooks through the course Info page. The course will be made available to each student the Friday prior to the beginning of class through Populi.

ASSIGNMENT SUBMISSIONS

Assignment Submission Instructions

Students are advised to complete assignments, including discussions and review questions, in a Word document saved to the laptop hard drive, in the event that the internet connection is lost while completing the assignment. It is also advised to back up to an external drive frequently, not just the cloud, in the event that wifi is unavailable.

Log into Populi. On the home page, find the course section on the lower right and click on the appropriate course page.

File Type Assignments:

- Once in the course page, click on the “Assignments” tab.
- Click on the name of the desired assignment to upload; i.e. “Unit 3: Essay.”
- Click on “Attach a file,” then click “Browse” to locate the assignment.
- If applicable, enter any message or notes required for assignment.
- Press “Submit” to upload assignment(s)
- If multiple submissions are made, the latest submission *prior to the due date/time* will be accepted. However, students should not upload the assignment until they are satisfied that the assignment is complete and meets the requirements. Any submission made after the due date/time is not guaranteed of acceptance.

The course submissions assignment file names should include the course name, followed by the assignment number, and student last name with first initial. For example: SYS105-Unit1-SampleS.

Test Type Assignments:

- Once in the course page, click on the “Tests” tab.
- Click on the name of the desired test assignment.
- Review the instructions:
 - If this is a timed test, the test must be completed within one sitting and the time allotted. If, for some reason, your computer freezes or you lose internet, contact the Registrar as soon as possible, to retake the test.
 - If there is no time limit, you may begin the test, close it *without* submitting, and return to it at any time before the due date to complete the review questions.
- When the test is complete, click the “submit” button on the bottom of the page to ensure answers are saved and submitted.

Discussion Type Assignments:

- Initial Post -
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Click in the box at the bottom of the page with the button labeled “Add Comment”. Copy and paste the discussion post from your saved Word Document and click the “Add Comment” button.
- Response to Another Student’s Initial Post
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Respond to the chosen student’s discussion post by clicking “Reply” under the post, and entering or copying and pasting your text into the box and clicking the “Reply” button.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- Response to Another Student’s Response
 - If you desire to respond to another student’s response in addition to responding to an initial post, click on “Reply” under the Response – this will include your response in the discussion thread. Address the student you wish to respond to by name, if it is not the initial post.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- For assignments with minimum word counts, the discussion comment box will show the word count. If typing the discussion direction into a word document, the word count is also displayed on the bottom of the screen.

Assignments Due Dates and a Day of Rest

ZMI has structured the courses to enable students to have Sundays as a day of rest unto the Lord (Gen.

2:2; Ex. 31:15a; Isa. 58:13-14; Mark 2:27-28). For this reason, assignments will be due by **11:00pm Saturday night**, following the end of class, unless the Instructor chooses to move the deadline to within the week of class. All assignments are to be submitted through Populi, according to directions, and are to conform to the assignment instructions, writing guidelines, and MLA style guide. For questions concerning this, please see the Teaching Assistant.

Late Assignment Submission Policy

The default deadline for all course assignments will be 11:00pm Saturday following the end of class. In other words, each week will be self-contained, with the course work due the same week as class.

All assignments will be submitted through Populi. If an assignment is due at 11:00pm, the link to complete an assigned test will disappear at 11:01pm. If a file assignment is submitted after the due date/time, a message will appear in red, "Past Due". This means that any assignment not submitted by the deadline is automatically late.

Any student who was not able to submit the assignment before the deadline must contact the Registrar. If a student missed the deadline for a test, the Registrar may make an exception, allowing the student to complete the test within two days (by 11:00pm Monday of the following week), if the Chancellor considers this to be appropriate. If the student missed the deadline for a file assignment submission, Populi will still allow the assignment file to be uploaded, with a message in red on the submission page stating "Past Due".

However, accepting course work submitted after the deadline is not guaranteed. If assignments are submitted after the due date/time, each must be evaluated on a case-by-case basis by the Chancellor. In the event that it is deemed appropriate to receive late assignments, the late penalty will also be determined on a case-by-case basis.

EMAIL

Upon enrollment, students are given a "zmi.edu" email address, which will be the only email address used for communication, as well as a Populi login. It is important to note that all ZMI communications will go to the "zmi.edu" address, and students will not receive emails from ZMI to any other personal address. Students may check their "zmi.edu" email by logging into their Populi account and then clicking on the "Email" tab at the top-left of the main page. Again, students should check their email daily to view announcements.

ACADEMIC REPORTS

Through Populi, students have access to their academic records, including the following academic reports:

- Grade Report: lists each term's courses and final grades.
- Unofficial Student Transcript: reflects the students' academic history at ZMI

To view and/or print the reports listed above through Populi:

- Click on "My Profile" on the toolbar at the top of Homepage
- Click on "Student" Tab on the Profile page
- Select the report to view and/or print from the options at the top of the page

TECHNOLOGY REQUIREMENTS

- **Laptop**
- **Word '07 or higher (or equivalent)**
- **Ability to submit files as .doc(x)**
- **External Drive to back up coursework**

Each student must own a working laptop computer, running a word processing program equivalent to Word '07 or higher. All assignments are to be submitted as .doc(x) format. Students should also use an *external drive* on which to back up all course work, daily, to avoid losing files. Please note, thumb drives are not a replacement for an external drive, as thumb drives can fail.

SCHOOL CALENDAR

2018-2019 Academic Calendar	2019-2020 Academic Calendar
<p><u>Fall I 2018:</u></p> <p>Student Move-In Date: 22 August Semester Orientation: 23-24 August Semester Start Date: 27 August</p> <p>Labor Day: 3 September</p> <p>Fall Convention: 25-27 September Thanksgiving Break: 22-25 November</p> <p>Semester End Date: 14 December Student Move-Out Date: 15 December</p> <p><u>Spring I 2019:</u></p> <p>Student Move-In Date: 5 January Semester Start Date: 7 January</p> <p>Mid-Term Break: 1-4 March (Fri.-Mon.)</p> <p>Spring Convention: 23-25 April Graduation Date: 26 April Student Move-Out Date: 27 April</p>	<p><u>Fall II 2019:</u></p> <p>Student Move-In Date: 21 August Semester Orientation: 22-23 August Semester Start Date: 26 August</p> <p>Labor Day: 2 September</p> <p>Fall Convention: 24-26 September Thanksgiving Break: 26 November – 1 December</p> <p>Semester End Date: 13 December Student Move-Out Date: 14 December</p> <p><u>Spring II 2020:</u></p> <p>Student Move-In Date: 11 January Semester Start Date: 13 January</p> <p>Mid-Term Break: 6-9 March (Fri.-Mon.)</p> <p>Spring Convention: 28-30 April Graduation Date: 1 May Student Move-Out Date: 2 May</p>

FINANCIAL OBLIGATIONS

TUITION, ROOM & BOARD, FEE SCHEDULE

Please refer to the ZMI Catalog or website (<http://www.zmi.edu/academics/financial-info/>) for a full schedule of all tuition, room and board, and fees.

TEXTBOOKS

For bookstore purchases and payments, please order online through zcpublishers.com with a local address (ZMI's address may be used for this), and select "Local Pick-up". All textbooks for the semester are to be purchased before the first week of class. Please note, Zion Christian Publishers offers for sale a limited number of Kindle readers pre-loaded with all required Zion textbooks for the two-year course of study.

FINANCIAL ASSISTANCE

Zion Ministerial Institute students are not eligible for FAFSA, PELL, or other U.S. taxpayer subsidized loans and grants. No diploma or transcript can be issued until all accounts are settled in full. Zion Ministerial Institute offers the following tuition discounts.

- Ministerial Discount: Ordained and Licensed Ministers of the Gospel may receive a 10% discount on tuition costs by submitting a copy of their ministerial credentials.
- Missionary Discount: Individuals who are full time missionaries, currently residing on the mission field, may receive a 50% discount on tuition. Documentation will need to be provided by the supporting ministry to verify missionary status.

PAYMENT

Payment in full for the semester is required on the due date of 15 August. Charges are made to the student account in Populi, and payable online by credit or debit card, by mail with personal check, or in person by check or cash. If there is a concern about ability to pay the balance in full, please speak with the Registrar as soon as possible, or by 1 August at the latest.

All payments to Zion Ministerial Institute must be made in U.S. dollars in the form of a check from a USA based bank, money order, or by VISA, MasterCard, or Discover. Please do not send cash.

Students will be charged a \$15.00 fee for any check that is returned due to insufficient funds. Make checks out to Zion Ministerial Institute.

PAYMENT THROUGH POPULI

Students may make a payment online through Populi. To make a payment:

- Log in and click on the "My Profile" tab
- Click on the "Financial" tab

- Click on the “Make a Payment” link on the right hand side of the page to go to a secure payment form where the credit card information may be entered.

A link may also be provided if a third party will be making payment. To send a link:

- Log in and click on the “My Profile” tab
- Click on the “Financial” tab
- Click on the gray link entitled “Someone else paying?” on the right hand side of the page
- A link will appear which may be copied and emailed to another individual who will make payment by credit card. The link expires after 30 days.

REFUND SCHEDULE

All refunds are processed based upon the official withdrawal date stated on the Official Withdrawal Notice. The date of withdrawal is the date the student completes the Official Withdrawal Notice. The student must officially withdraw in writing to the Registrar in order to receive any refund.

Tuition

Tuition is refunded based on the official withdrawal date. Tuition refunds apply for all full-time matriculating and full-time audit students within the first three weeks of the semester on the following schedule:

- 0-7 days into term 75% tuition refund
- 8-14 days into term 50% tuition refund
- 15-21 days into term 25% tuition refund

Room and Board

Refund for Room and Board is based on the official withdrawal date and unused whole weeks.

Fees

Application Fee. The Application Fee is non-refundable, including additional charges for international shipping via DHL incurred by international applicants.

Student Services Fee. The Student Services Fee refund is based on the official withdrawal date.

All matriculating and auditing students are eligible for the refund on the following schedule:

- 0-30 days into term 75% student services fee refund
- 31-60 days into term 50% student services fee refund
- 61-90 days into term 25% student services fee refund

Security Deposit Fee. The amount of this fee reimbursed at the end of the academic year will be determined by the state of the dormitory room upon inspection by a member of the ZMI housekeeping staff. Any damage incurred, beyond standard “wear and tear”, by the student will be deducted from the amount of the Security Deposit Fee paid. (See “Student Facilities” section.)

Graduation Fee. In the event a student is withdrawn and has paid the graduation fee, the entire graduation fee will be refunded.

RESIDENTIAL POLICIES

STANDARD OF CONDUCT & COMMITMENT

Community of Spiritual Mount Zion

The Lord has given a vision to Zion Fellowship, which we desire to instill into our students at Zion Ministerial Institute, to come unto the Mountain of the Lord, to abide in His holy dwelling, before His presence, in spiritual Mount Zion. Psalm 133 describes the atmosphere and community of those who have ascended to spiritual Mount Zion, and that He desires to bring us into at Zion Ministerial Institute:

Behold, how good and how pleasant it is for brethren to dwell together in unity! It is like the precious ointment upon the head, that ran down upon the beard, even Aaron's beard: that went down to the skirts of his garments; As the dew of Hermon, and as the dew that descended upon the mountains of Zion: for there the LORD commanded the blessing, even life for evermore.

The first step for dwelling in unity is that each one of us must accept the *whole* Word of God. Those who dwell in the presence of God are those who are becoming most like the Lord, through loving His Word, His Law, His Commandments, and demonstrating His love toward others. If we do not love *all* His Word, trusting that even the hard sayings are for our ultimate benefit and His good purpose, then we will never be truly united with God or with each other.

The road to unity is difficult, as the points of contention in our lives are revealed and dealt with by the Lord. Unity cannot be achieved without embracing the trials, distresses, and breakings that serve to purify and straighten us, bringing us closer to the Lord and to one another (*Psalms III, Bailey 226*).

Psalm 133 speaks of the precious ointment that anointed the priests in Exodus 30:23-25. These verses give us the key elements of this ointment:

- Myrrh Meekness
- Cinnamon Goodness
- Calamus Gentleness
- Cassia Humility
- Olive Oil Peace

(Song 4:12-14; Gal. 5:22-23; Gen. 8:11; Psalms III, Bailey 226-231)

These are essential qualities that must be developed in our lives in order to flow in unity with the body of Christ. Just as the oil was poured out upon the head of the priest, and ran down all his garments, to his feet, so we have to become covered and saturated with these characteristics of the Lord, until they become part of who we are. When this happens, we will be one with the Lord, and with each other, as Jesus prayed in His High Priestly Prayer of John 17: 3, 20-24.

As we learn to dwell together in unity, having the same mind and heart with God, we are fulfilling the longing of the Father's heart: that He would be made known through our lives, as Christ dwells with us and lives through us.

The Biblical Standard of Zion Ministerial Institute

Returning to the Psalms, the Biblical standard required to ascend Mount Zion and dwell before God's presence can be summed up in Psalms 24 and 15.

Psalms 24 lists the qualifications for those permitted to *ascend* Mount Zion and *stand* in this Holy of Holies.

- 1) Clean hands
- 2) Pure heart
- 3) Not lifted up his soul to vanity
- 4) Not sworn deceitfully

Psalms 15 lists the qualifications of those who are allowed to *abide* or *remain continually* in the presence of the Holy God in spiritual Zion.

- 1) Walks uprightly
- 2) Works righteousness
- 3) Speaks the truth – even in his heart
- 4) Does not backbite
- 5) Does no evil to his neighbor
- 6) Does not take up an offense
- 7) Makes a difference between the vile or profane and the holiness required by God
- 8) Honors those who fear the Lord
- 9) Keeps his word, even when it requires a cost, and does not change
- 10) Does not demand interest, but gives freely
- 11) Does not pervert justice by taking bribes (*Psalms I*, Bailey 62)

God promises that those who live by these 15 precepts will receive the blessing of the Lord, and will remain with Him forever, in spiritual Zion. Nothing can remove them from the presence of God. Therefore, this is the Biblical standard that Zion Ministerial Institute asks of those who live in its community. While none of us is without problems, the Lord sees the heart, and does not judge us according to our failings, but according to the choices we make every day, to submit to His dealing, responding in loving obedience to His every word (Psalm 40).

Thus, with a heart set to delight in obeying the Lord, let us put off whatever would hinder the life of the Spirit of God flowing through us, revealing the love and character of Christ through our daily lives.

Practical Living

Obedience is a major key to receiving the blessing of God in our lives, and working out or establishing our spiritual position and salvation (Phil. 2:12; Heb. 5:9; Col. 3:20, 22). This includes obedience, not only to God's Word, but also to the authorities He places over us, including the State, the home, and the

Church. Romans 13:1-7 establishes clearly God's sovereignty over all aspects of life, and He has established all levels of authority over the lives of His people. For this reason, we need have no fear in obeying the authorities of the land, parents, or pastors, because each are established by God, and He will only use them for good in our lives.

Zion Ministerial Institute submits to the requirements of the government in the running of this school, trusting God to work out His perfect purpose through all situations. Students enrolled in ZMI are also agreeing to live in obedience to the laws of the United States, to obey their parents, and to obey the leadership of Zion Ministerial Institute. While attending ZMI, students are expected to comply with Zion Ministerial Institute leadership, who have the final word in all matters of behavior, relationships, conduct, or correction, which, either directly or indirectly, involve or affect the community at ZMI.

Zion Ministerial Institute reserves the right to discipline or ask a student to withdraw for any reason. Students who choose not to obey the authority of Zion Ministerial Institute leadership, or comply with the statement of faith and standard of conduct may be subject to discipline up to and including dismissal.

Paul explained that if we live in the Spirit, learning to become sensitive to His voice, we will put off everything that is hateful to Him, and learn to be clothed in the character of Christ. In order to embrace these biblical standards in daily living, the Apostle Paul defined the characteristics that we need to put off, in Galatians 5:16-21:

Adultery, fornication, uncleanness, lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, Envyings, murders, drunkenness, revellings, and such like: of the which I tell you before, as I have also told you in time past, that they which do such things shall not inherit the kingdom of God.

Paul continues in verses 22-26, explaining the fruit of the Spirit that allow us to live in unity with both God and each other:

But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, Meekness, temperance: against such there is no law. And they that are Christ's have crucified the flesh with the affections and lusts. If we live in the Spirit, let us also walk in the Spirit. Let us not be desirous of vain glory, provoking one another, envying one another.

Clearly, walking in the Spirit, putting off the works of the flesh, and allowing the fruits of the Spirit to be developed in our lives makes it very clear that certain things will not be tolerated:

Anything that defiles the temple of the Holy Spirit (our bodies), including, but not limited to:

- Illicit use of legal or illegal drugs
- Tobacco in any form
- The use of alcoholic beverages
- Any form of sexual immorality including, but not limited to the following:
 - Pornographic materials
 - Immodest behavior or dress

- Any action or relationship that does not promote chastity among the unmarried, and the sanctity of marriage between one man and one woman
- Dishonesty or deceit in any area of life, including stealing, and academic dishonesty (plagiarism, passing another's work off as your own, cheating, enabling others to cheat, etc.)
- Gossip or any harmful communication that could injure another person; dishonor God, disrespect to personnel of the school, profanity, vulgar or obscene language or actions, etc.
- The use of or participation in any form of rock music, either secular or Christian
- Continued disobedience to the school leadership or the established policies of the school

While these may be obvious violations of God's Word, there are other areas that may not seem as clear cut, and yet must be submitted to the Spirit of God, such as entertainment. While no video (either online, streaming, downloaded, or DVD) is permitted to students during the semester, there are many other forms of entertainment, both during the semester, and at home, that may present temptation. No form of entertainment that defiles the spirit or violates the Ten Commandments or the voice of the Lord speaking to you should be used.

Conclusion

Our desire is that every member of the Zion Ministerial Institute community remembers that our lives reflect upon the Lord, and upon ZMI. Where do our choices take us? What do our decisions show? Are we delighting in entertainment that grieves the Holy Spirit? Are we going into places where the Lord cannot go with us? Are we finding pleasure in things that are hateful to God? These are questions that we must answer before the Lord; for what we choose to fill our time, our minds, our hearts, and our eyes with will determine our course in life and in eternity. We ask that you prayerfully inquire of the Lord what is acceptable in His sight, and pray for the grace to choose His will above what you may be inclined to choose, or even above what you see others around you choosing.

Those who are called to ascend to and dwell in spiritual Mount Zion with the Lord are called out, not only from the world, but even from among those Christians whose standards are conforming to this world, rather than to the standards of God. We must learn, day by day, to desire and seek the Lord, through obedience to His Word and the voice of His Spirit in our lives, that we may abide in the very dwelling place – the home – of the Lord: Mount Zion, His holy hill.

For that reason, we ask each student to commit to this godly standard of living and affirm this in the Enrollment Agreement each Academic Year that we may all seek to ascend and dwell together in unity, in the home of the Lord.

CULTURE OF THE KINGDOM OF GOD

The Kingdom of Heaven is without division. While there is great diversity in God's Kingdom, there is no disharmony or discord. Our purpose at ZMI is to walk in harmony and peace, first with the Spirit, and then with each other, by the grace of God. Jesus Himself, as He was preparing to go to the cross, prayed this for each of us to be made one with the Lord, and one with each other (John 17:20-23).

The Parable of the Vine and Branches from John 15 shows that the way to achieve this unity with Christ and each other is by learning to abide in Christ – the True Vine – through continual communion with

Him and obedience to His Word. The final commandment He left His disciples was to abide in His love through obedience to His Word, maintaining daily communion with Him, and loving others.

Jesus also used this parable to show that there are areas in our lives – good things, and even parts of our own identity – that must be pruned or cut back for a time, in order for the Life of the Spirit to flow more freely, concentrating on the areas of greater fruitfulness that Christ desires to develop in us and present to His Father.

English as the Official Language

One thing the Holy Spirit has quickened in order to bring us into this unity with Himself and each other is to speak in one language. Because language is so intimately linked with its culture, division, segregation, and miscommunication can sometimes occur. Since the primary language of ZMI is English, with all classes and services conducted in English, we feel that it is important to request students to speak only English during their time at ZMI, in order to help avoid divisions among the students, and help establish harmony and oneness among the ZMI community.

Doing so will also show consideration to those students who do not speak English as a first language, and are seeking to gain proficiency by speaking only English.

This is a request rather than a rule. However, we ask that you would prayerfully submit this to the Lord, and make a commitment to honor Him by respecting and abiding by the request of ZMI Administration, to speak only English within the ZMI community while living at ZMI.

ZMI DISCIPLINARY & COUNSELING POLICIES

Christian System of Discipline

Zion Ministerial Institute has established our disciplinary policy with the purpose of creating true disciples of Christ, causing an atmosphere where the Holy Spirit is welcome to dwell, encouraging both spiritual and educational development for our students. We believe that correction administered in the spirit of gentleness, meekness, humility, and love is an important part of demonstrating and developing the character of Christ (Gal. 6:1-2; Col. 3:13-14; 1 Thess. 2:7-8). As well, learning to receive correction is a necessary, healthy, and important part of spiritual and leadership development (Heb. 5:8; Prov. 3:11; Prov. 15:10; 2 Tim. 3:16; Job 5:17; Heb. 12:5,11).

Equally, we believe that discipline and training is a necessary requirement for all who desire to please the Lord, live in godly community and harmony, and ensure that the Kingdom of God is established in our midst (Matt. 18:4; Psa. 119:7; Psa. 119:67; Matt. 5:19; Matt. 7:21). To that end, we believe that the authority structures established by God – government, church, and parents – are for our good. While Zion Ministerial Institute has no intention of usurping authority from the students' parents or local pastors, by enrolling at Zion Ministerial Institute, students have chosen to submit themselves to ZMI's leadership, and are expected to respect and obey that leadership (Heb. 12:7-10; Prov. 29:10).

Therefore, students are subject to Zion Ministerial Institute jurisdiction while enrolled at or living on ZMI's campus. ZMI reserves the right to take disciplinary action against any student whose conduct, in the opinion of Zion Ministerial Institute, has violated the standard of conduct, or has not been in the

best interest of the student, other students, or ZMI. All ZMI students are expected to abide by the ZMI standard of conduct, and all ZMI rules, regulations, and policies (see ZMI Student Handbook). Appropriate disciplinary action will be taken against any student found to be in violation of the standard of conduct, rules, regulations, or policies of ZMI, up to and including suspension and/or expulsion.

The purposes of discipline are manifold: (1) to protect the community of Christ from the infiltration of sin (1 Cor. 5:5-8; 1 Cor. 15:33); (2) to produce godly sorrow and bring the individual to repentance (Luke 5:32; 2 Cor. 7:10; Rom. 2:4); (3) to deliver from sin, showing fruits of repentance, and establish in the pathway of righteousness (Matt. 3:8; 2 Cor. 7:9); (4) to cause the individual to acknowledge the wrongdoing, as well as the consequences and judgment for the wrongdoing (Psa. 41:4; Psa. 51:4; Psa. 32:5; Hos. 5:15); (5) and to restore, after true repentance, to fellowship and right standing (2 Tim. 2:25; 1 John 1:6-7).

Just as individuals vary in needs and temperament, we recognize that Scripture teaches to tailor the discipline to the individual and the seriousness of the violation, warning some strongly, entreating others softly and with encouragement, but approaching all in meekness and humility, remembering the mercy and grace that has been shown to us (Matt. 6:14-15; Jude 1:23; 1 Thess. 5:14-15). We should always seek to restore, where there has been true repentance, which is shown by wholehearted acknowledgement of wrongdoing, godly sorrow for sin, and a turning away from sin, accepting all judgment and consequences in true humility (Gal. 6:1; Matt. 6:15; Luke 17:3; 2 Cor. 2:7).

Therefore, one or more of the following measures may be taken with an errant student, as deemed necessary and appropriate by the leadership of Zion Ministerial Institute:

- **Warning** - A statement of the regulation with an official warning and expectations concerning future behavior.
- **Probation** - A status allowing the student to remain on campus with particular conditions specified.
- **Suspension** - An involuntary separation of the student from Zion Ministerial Institute for a specified length of time determined by the Chancellor.
- **Withdrawal** - The student is permitted to withdraw without privilege of returning until a time specified by the Chancellor.
- **Expulsion** – An involuntary and permanent separation of the student from the Institute with an appropriate notation on the student’s record of the reasons for such termination. For additional information on disciplinary procedures and the appeal process, contact the Vice Chancellor’s Office.

Christian Counseling Policy

As previously stated, Zion Ministerial Institute reserves the right to offer discipline and correction in a student’s life, to help students to overcome in areas of weakness or struggle, and submit to the authority God has placed over their lives. However, the purpose of Zion Ministerial Institute is to raise up those who are called of God to be leaders and ministers in His Church.

For this reason, ZMI desires to establish godly principles and boundaries in the counseling of students. The leadership of ZMI is not to take the place of or usurp the authority of the pastoral leadership in the students’ home churches. Rather, the desire of the Academic, Administrative, and Pastoral Staff, as well

as the Instructors, is to encourage students to keep open lines of communication with their own pastors, seeking the Lord for direction and guidance under the covering of their home church authority.

If a student desires to involve any member of leadership from ZMI in a matter of spiritual counsel for God's direction and guidance, we ask that the student first ask permission from the student's home pastor, and determine if the home pastor would like to share this responsibility with the ZMI leadership.

CLOTHING

It is required that students dress properly at all times, always maintaining a high standard of propriety and excellence in character.

Modesty

The modern styles are changing, but our modest standards should remain the same. All clothing, whether in class, work duties, recreational times or simple casual wear should cover the body modestly. Do a self-check to make sure nothing "shows" when you move around or bend over. We want to consider others when we dress. The standard should be to direct all eyes to Christ, not to ourselves.

Dormitory Attire

Students are required to be fully dressed or modestly robed in dorm hallways. If not wearing shoes, please wear slippers or socks in dorm hallways. Do not go barefooted.

Formal Dress

The formal dress code is in effect for all ZMI classes, student chapel, and Mount Zion Church services (please refer to Orientation guidelines for Kids' Church). Students should look neat and proper at all times.

Ladies. Formal dress for ladies is a *modest* long dress, or long skirt and blouse. If the dress or skirt has a slit, it must not go above knee level when sitting. Length should cover the knees when sitting. During the colder months we suggest nylons or tights to keep warm. Necklines should be high. No sleeveless dresses.

Gentlemen. Formal dress for men is dress pants, a button-up dress shirt, belt, necktie, and a pair of matching socks. Please, no white socks with formal dress. Suits and sport coats are encouraged.

Recreational/Active Wear

When students are not in class or services, they are free to dress casually. Students should dress appropriately for work, recreation, and evening fellowship times.

- **Shorts:** Loose-fitting, No spandex. Preferred length is touching the top part of the knee when standing.
- **Pants:** Loose-fitting made of knit sweat, parachute or heavy polyester material. No spandex.
- **Shirt:** Loose-fitting T-shirt and/or sweatshirt. Must be **long enough** to stay tucked in or modestly cover during activities.
- Crew **socks**, a pair of gym **shoes** in good condition with laces tied.

- **No** tank tops, sleeveless shirts, spandex tights or clothing with holes or tears. Clothing must not become revealing at any time during recreational activities.

COURTING & ROMANTIC RELATIONSHIPS

Because of the intense, immersive training program at ZMI, becoming involved in a romantic relationship during this time may divide students' focus and ability to fully engage in the opportunities and studies provided through ZMI. We would ask students to prayerfully consider dedicating these two years to the Lord, making Him their only focus and commitment, and purposing not to pursue a romantic relationship during this time.

ZMI is a small, close-knit community. Therefore, the hazards of a romantic relationship with another resident of the ZMI facilities (whether staff, student, or resident) are greatly increased. For this reason, students are not permitted to pursue or engage in any relationship with romantic interest and intent with another resident of ZMI.

Our purpose in this is to protect everyone involved, including the community of ZMI as a whole, and enable each other to maintain pure relationships that honor the Lord by putting Him first and respecting the guidelines laid down by ZMI Administration.

Fellowship Guidelines

We desire to help students develop godly, pure, and balanced relationships with others (Phil. 2:3-5, 14-15). With this in mind, we encourage students to use the common rooms and ZMI classroom for fellowship and study. To help keep you safe and to help maintain pure and godly friendships that honor the Lord and are a good testimony to others, two students of the opposite sex may not be alone in any of the rooms at any time, except public areas such as the dining hall.

Except for married couples, students of the opposite sex may have **no electronic communication** with each other while enrolled and living at ZMI (including, but not limited to text, call, Skype, WhatsApp, Snapchat, Facebook, or any other social media communication).

Additionally, except for married couples, students of the opposite sex should have no physical contact (1 Cor. 7:1).

We ask that you prayerfully consider this matter of obedience and choose to submit this to the Lord, making a commitment to honor Him by obeying and submitting to what is asked of you here at ZMI.

STUDENT FACILITIES

DORMS

Housing

Resident housing is available on a first come first served basis. Dorm rooms are assigned by Housekeeping. All students are to store all possessions in their own rooms. No additional storage space is available on campus. Pets are not permitted.

U.S. and Canadian students must supply their own linens, blankets, pillows, and towels, if arriving by car. These items, however, are provided for students coming from long distances, and arriving by air.

Single Residents. Housing is in dormitory style. Each room provides a sink, bed, workspace, dresser or shelving, and closet. Students are required to keep their rooms clean. Rooms are subject to periodic inspections.

Ample communal bathrooms and shower rooms are provided on each floor. Students must keep their own dormitory bathrooms and showers clean. Housekeeping will post a cleaning schedule in each dorm. Please leave bathroom and shower areas clean and free of clutter. Bathrooms will be inspected periodically.

Dorm phones are provided for incoming calls; outgoing calls may be made using 1-800 calling cards only.

Married Residents. A limited number of married student rooms are available. Each room provides a double bed or two single beds, bathroom, closet, dresser, work space, and sofa.

Family Residents. Housing availability for married students with children is determined on a case-by-case basis.

Maintenance

Dorm room furniture. All items assigned to that dorm room by Housekeeping must be kept in that dorm room. No items may be removed, stored in other rooms, or otherwise disposed of. If an item is not required or desired to be left out, it must be stored in that dorm room's closet.

No items from anywhere else in the building may be brought in to the dorm room without express permission from Housekeeping.

Any damaged (including odors) or stained furniture, fixtures, or linens belonging to ZMI will be assessed by Housekeeping, and may result in reduced or no reimbursement of the security deposit. Irons may only be used with an ironing board, and not on any other surface.

Personal Décor. Students are permitted to bring personal pictures/posters to hang in dorm rooms. However, students must use only **Command Tabs® & Command Hooks®** to hang on or adhere anything to walls, doors, or furniture.

All personal décor should reflect the values of Christian faith, and adhere to the Standard of Conduct and Commitment. Rooms may be subject to periodic inspection throughout the semester. Any décor deemed inappropriate or not in harmony with the atmosphere at ZMI must be removed.

Food and Beverage. Students are permitted to have food and beverages in dorm rooms; however all food items must be kept in tight-sealing containers to avoid attracting rodents. Any stains or damage to the room or furniture will result in reduced or no reimbursement of the security deposit fee. This may include pest infestation or odors due to improper cleanliness.

No major appliances other than a dorm size refrigerator, microwave, toaster, and coffee maker may be used in student housing. No hotplates, toaster ovens, electric frying pans, or other such utensils are to be used in student housing facilities.

Please eat all cafeteria meals in the cafeteria. School meals are not permitted in student dorm rooms.

Items belonging to the school, such as silverware, mugs, plates, etc. must be rinsed and returned to the ZMI kitchen as soon as possible.

All personal mugs, cups, dishes, utensils, and any other food items are the responsibility of the student, and must be washed and stored in the student's dorm room. Personal items may not be left in the kitchen for others to wash.

Housing & Student Departure During Semester Breaks

Housing During Semester Breaks. Students are not permitted to stay on campus during breaks unless expressly approved by the Chancellor. Students are requested to leave within two days of the semester's completion and asked not to return until the Saturday before the next semester starts. Students who receive permission to stay over semester breaks may be charged room and board, or arrangements may be made to work for room and board.

Departure During Semester Breaks. Over the summer break, students are required to remove all personal possessions from Zion Ministerial Institute at the time of departure. Zion Ministerial Institute will not assume responsibility for students' personal items left on campus. Any personal items left will be considered as donations to ZMI, and will be removed or redistributed at ZMI's discretion.

Security Deposit. The security deposit of US\$250.00 per occupant is due by 15 August with all other fees. This security deposit may be refundable (in whole or in part) based on the condition of the room at the time of the student's departure.

At the end of the Spring Semester (or prior to departure, if a student withdraws from enrollment), all students are required to complete a Dormitory Departure Checklist to ensure the dorm room is clean and has not been damaged beyond normal wear and tear. This checklist must be signed and dated by the student, and left on the clean bed.

After the student's departure, a Housekeeping staff member will review and evaluate the dorm room, according to the Departure Security Deposit Checklist to assess the amount of the security deposit eligible for reimbursement. This checklist will determine the amount (if any) of the security deposit

returned to the student at the end of the academic year, or after moving out. Students will usually receive any eligible reimbursement within 45 days of departure.

PUBLIC ROOMS & FACILITIES

Common Rooms

No food or drink may be taken into carpeted areas, other than the dining room.

Students are encouraged to have times of fellowship together in common/public spaces. However, while students are permitted to study in the dining hall or common rooms, these spaces are not to be co-ed study groups. In other words, either guys or girls may use a common space for study, but may not use the same area to study in a mixed group of guys and girls together.

We strongly encourage students to study in the quiet of their rooms, to maximize focus and productivity. If a group of students (guys or girls) decide to study together in the same space, it should be quiet and focused, not a time for chatting and fellowshiping.

Instruments, Music, and Noise

The Blue Common Room piano and the ZMI classroom piano and keyboard are available for practicing between 8 A.M. and 8 P.M. every day. The instruments and equipment in the main sanctuary are off limits unless given express permission from the music director.

Personal instruments (such as but not limited to guitar or violin) may be used in dorm rooms, but may not be used during mandatory study hours (Mondays & Tuesdays, 6:30pm-9:00pm) or during quiet hours (10:00pm – 7:00am, daily).

Please keep in mind that all dorm rooms may have neighbors, either on the same floor, or on the floors above or below. Because sound travels clearly throughout the building, music (whether recorded, personal singing, or instruments), conversation, and other noise is required to be kept to a reasonable level, and quiet hours must be observed.

ZMI Classroom

The ZMI classroom is located on the first floor of the main building, by the kitchen. This classroom is used for all ZMI courses, as well as ZMI Chapel.

Student Desk Area. Students have assigned seating in the classroom. Please keep the student name card on the desk for the benefit of the Instructors. Because the classroom is also used for other purposes, students should remove personal valuables from the classroom daily. Desk drawers may not be locked.

Beverages are allowed in class. Beverage containers shall be removed from the classroom daily. No food items are allowed during class periods.

Computers and wireless devices in class. Students are required to use a computer for taking notes in class. When class or chapel is **not** in session, students may access the available wireless network. During class, computers may only be used for taking notes. No entertainment, electronic communication, or social media of any kind may be used during class time. Wireless devices and cell phones are prohibited

during class sessions. No recording devices are to be used during class. Skype (or other social/communication apps) may be used **only** with permission to allow a student who is absent for illness to attend the lecture.

Wireless Printer. A wireless printer has been provided for student use to print documents related to ZMI, including chapel messages and song lists. Documents printed for personal use cost US\$0.10 per page, to be paid in the Middle Office “copy tin”.

Laundry Room

The laundry room is open to students in the afternoons and evenings, Monday through Friday, and open to all residents, all day Saturday. The laundry facilities are closed on Sundays. Ladies’ laundry days are Monday, Wednesday, and Friday. Men’s laundry days are Tuesday and Thursday. Please pay 50¢ for each wash load and 50¢ for each dryer load.

Be mindful to remove laundry promptly when cycles are completed, and remove all personal laundry from the laundry room by the end of the same day.



Please purchase **High Efficiency** laundry products. We have HE machines which cannot use conventional detergents. Please label all personal laundry supplies kept in the laundry room. Items not labeled will be used for housekeeping.

Library

Books may be checked out on the honor system, and must be returned by the end of each semester.

Cars & Parking

Students are permitted to have one car per student on campus. They should be parked in the front parking lot only. No student parking is allowed in the back loading dock area, the upper pick-up area in the front of the building, or in the Zion Academy parking lot.

ROOMS OFF LIMITS TO STUDENTS

Offices

All offices are off limits to students unless an appointment is made, or the student is performing office duties. Please request appointments in person or by email with staff members, including ZMI staff, well in advance in order not to distract staff from other responsibilities.

Kitchen

The kitchen and cooler are off limits to students except when performing a duty.

The student refrigerator is located by the back loading dock where students may store their food items. Students are responsible to label and clear out their own food items before the expiration date. All items without names or that are not properly sealed will be disposed of.

At times, extra food items will be available on the snack table, located just inside the kitchen, where students may help themselves.

Storage Areas

Storage rooms and the basement are off limits to students unless they are on duty or accompanied by a staff member, except for the library.

Zion Academy

Both floors of the Zion Academy building are off limits to students at all times. When Zion Academy is in session from 8 AM—3 PM, please do not use the playground area or the Garden of Peace.

EMERGENCY ATTENTION SYSTEM

In the event of an emergency, please proceed to the designated areas listed on the emergency instructions posted on the dormitory doors. An electric bell, located by the kitchen, is used for signaling attention, meals, and emergencies. No unauthorized use of the bell system is permitted.

One (1) ring : Attention.

Two (2) rings: Meal Is Served.

Three (3) rings: Emergency – leave the building immediately.

STUDENT LIVING

TIME MANAGEMENT

The desire of Zion Ministerial Institute is to impart excellence in all areas of the student's life, especially in character, time management, responsibility, and relationships.

ZMI's aim is to prepare students for the ministry. While the ministry is service to God, it is also caring for people. Our desire, as the leadership, instructors, and staff at ZMI, is to prepare students for the many demands, deadlines, and difficulties that come with ministry. Those who embrace the call of God upon their lives will have to deal with people, authority structures, labor, financial crises, and many other situations that will require the wisdom, knowledge, grace, and provision of God. Thus, this intensive, immersive program of study at ZMI is designed to equip students

- To rightly divide the Word of God
- To develop a relationship and discipline of daily seeking God for His will, and committing their way to the Lord
- To be financially upright and responsible, a wise steward of the resources God entrusts them with, while learning a holy dependence upon Him for all that is necessary
- To develop excellence in their studies and communication, being able to clearly explain the hidden truths of God's Word
- To learn obedience and faithfulness to the standards and guidelines that are put in place to help and guard them
- To learn to work under deadlines and manage time wisely, counting time as a resource given by God to accomplish His will
- To this end, Zion Ministerial Institute has implemented policies to aid students in developing these godly and necessary qualities, skills, and disciplines.

Devotions

One of the main reasons for coming to ZMI is to establish a strong, daily, personal relationship with Jesus through prayer, Bible reading, and personal praise and worship. One way this is accomplished is by learning to spend time every day in His Presence, not only bringing Him your needs, but learning to listen in stillness to His soft voice, offer Him personal praise and worship, and feed upon His Word.

For many students, this may be a new discipline, and as such, it will take time and perseverance to establish. We encourage you to begin with committing to manageable times of prayer and Bible reading. The early morning hours, as well as evening hours, can be very special times with the Lord. By beginning your day with the Lord, and committing your way to Him, you have the opportunity to receive peace, wisdom, and guidance for the day.

We have provided a Bible reading plan that will take you through the whole Bible in a year, by reading for about 15-20 minutes a day.

While you may not remember every detail of all the classes in years to come, the results of setting aside time to meet with the Lord every day, of reading His Word and coming before His throne in prayer and

waiting upon Him, will keep you and bear fruit for the rest of your life – and for eternity.

Church Services and Prayer

Students are required to attend all scheduled services at Mount Zion Church, including Adult Sunday school, and mid-week corporate prayer meetings. The Wednesday evening Life Group for ZMI students will be led by Pastor Tucker. Residential students must request permission to miss any service or weekday prayer meeting.

Study Time

ZMI is a very brief, intense training program, during which time management is essential to reap the full benefits of the classes. Students are encouraged to take advantage of this time in ZMI to devote themselves to study (2 Tim. 2:15). To assist students with managing their study time, we have provided scheduled and mandatory study times on Monday and Tuesday evenings from 6:30pm – 9:00pm.

Duties

Students are asked to serve in different ways throughout the semester. This is an opportunity to learn valuable lessons that will stand students in good stead throughout life and ministry. Resident students are assigned duties at the beginning of each term. Duties are posted on the student bulletin board in the ZMI classroom. The appropriate staff will discuss work duties with the students during orientation. Students should be conscientious of their duties at all times.

If a student is unable to perform their duties due to illness they should make arrangements for another student to cover their duties. If a student is not on time to perform his duties, please have a staff member locate them.

Electronic Devices During Duties. If working alone inside the building, students are permitted to use electronic devices, as long as this does not interfere with their performance of these duties, endanger the safety of the student or others, or impair effective and respectful communication with others. If this becomes a problem, the student may be asked to stop using the device.

If working outside the building on any type of duty or work, students are not permitted to use earbuds or electronic devices, as this could jeopardize the safety of the student and others.

Kitchen Duties. All assigned kitchen duties shall be completed immediately following the meal or as determined by the kitchen staff. Dish put-away must be done as soon as the dishes have dried and no later. This includes silverware, cups, and pots and pans.

Electronic Devices & Entertainment

With wireless access to the internet, cell phones, entertainment, Mp3 players, etc., any of us can become easily distracted. Using temperance and self-control, determine to keep your heart in check when considering how much time is spent on activities with little value.

In order to help develop a pure and wholehearted relationship with God, many distractions need to be pruned. To assist with this, students are not permitted to watch any videos, either online, downloaded, or on DVD.

Students should use discretion concerning the music they listen to. Rock music, whether secular or “Christian,” is not permitted. Gambling, fantasy/role-playing, and all electronic games (including video games) are not allowed.

Students are encouraged to keep a good balance of devotions, study, exercise, time outdoors, fellowship, and adequate sleep.

Meals

All breakfasts, Monday—Friday, will be self-serve, and may not be taken to class. Breakfast foods will be available in the Student Pantry & Prep area, next to the ZMI Kitchen.

Meal times begin with two rings of the bell, and food is put away 20-25 minutes from that time. We are unable to take special requests for food items at any time. Because of Life Groups on Wednesdays, the usual self-serve breakfast, and a large mid-day meal will be served, with sandwiches served at 5:00pm.

If students do not wish to eat or will be going out, they should notify the cook by “signing out” on the board in the kitchen, Monday – Friday, **before 9:00 A.M. for lunches**, and **before 1:00 P.M. for dinners**. (Please see section on “Weekends” for additional information.)

If “signing out” and you are on a kitchen duty, please make arrangements to have another student cover your kitchen duty while you are away. Kitchen duties must be done at the scheduled time—not postponed for a later time.

Fasting. We encourage students and staff alike to seek the Lord, and to fast and pray. Fasting is voluntary and should be in obedience to the Lord’s leading, or for the purpose of earnestly and humbly seeking God during a specific period. Occasionally there may be days designated as *voluntary* fasting (but not mandatory). If students desire to fast, they must sign out in the kitchen.

Activity Times

Thursdays, 6:30pm—9:00pm, will be structured student activities, ping pong, or games. Students will take turns in organizing the activity nights. Fellowship with the Body of Christ – and the student body – is also very important to maintain a healthy and balanced life. Occasionally, additional activities will be planned. If students must be absent from recreation time, they must first obtain permission from the administrator. We also encourage the students to take advantage of the paths and walkways, or the exercise room on the second floor, for daily exercise.

Exercise & Safety

Students are strongly encouraged to use the equipment in the exercise rooms, rooms 214 & 215 on the second floor, immediately across from the main stairwell, or to walk in the sanctuary or around the courtyard, several times a week.

Students are also encouraged to enjoy the outdoors for running, walking, studying, and relaxation. Male students may walk on the campus as they wish, but are not to leave Zion’s property on foot. A female student seeking to go for a walk alone may only go as far as the top of the first curve of the road. However, if a female student is accompanied by two or more other students, girls may walk the hill as

desired, but may not leave Zion’s property on foot. Female students are not permitted to walk outside after dark. Ladies, please note that this is for your safety and protection.

Guests

Students must obtain permission before inviting guests to stay at ZMI, by going through Hannah Schrock. If permission is granted, students are responsible for notifying Housekeeping of the dates/times of arrival, meals, and departure of guests. The visitor fees for accommodation and meals are available from Housekeeping and payable to the Business Office. *Specific permission to sit in on classes must be obtained*, and visitors will be responsible to pay the class fee of \$10 per day to the business office.

The students will be responsible for hosting their own guests and for acquainting them with ZMI guidelines. At no time are ladies permitted on men’s floors, nor men permitted on ladies’ floors. This includes visitors. Children are not allowed in student dorms without an adult or permission.

Working off-campus

Due to the rigorous schedule for ZMI students, working off-campus is discouraged. Any student desiring to work off-campus must discuss this with the Chancellor prior to arrival for the semester.

CURFEW

Students must adhere to the ZMI curfew schedule and return to dorm rooms at the specified time. During quiet hours there should be no loud music (or instruments), conversations, or other noise.

Sunday – Thursday	Friday & Saturday	Daily Quiet Hours
Dorm Floor: 9:30pm Lights Out: 11:00pm	Dorm Floor: 11:00pm Lights Out: 12:00am	All Floors: 10:00pm – 7:00am

Sign-Out/Sign-In

The **Sign-Out/Sign-In sheet** is beside the phone in the cafeteria. Students must sign out when leaving the building at any time. When coming back from being out, students must sign back in.

Students need to request permission from the Chancellor or Vice Chancellor if planning to travel beyond Elmira or Binghamton.

WEEKENDS

Students are free to do as they wish on weekends, but must remember they represent Zion Ministerial Institute at all times. Students may go out on Sundays if necessary, but are encouraged to stay in an attitude of prayer during the day and prepare their hearts for services. On Sunday afternoons, we observe quiet hours in consideration of those who may be resting during this time.

Weekend Meals

Please be mindful of the weekend meal schedule. On the weekends, please give the kitchen one full day’s notice if you will not be eating.

Outstations & Work Duties

Outstations are occasionally assigned over weekends. Students must ensure that their weekend duties are covered if scheduled for an outstation, or must be away for any other reason.

Zion Ministerial Institute

WAVERLY CAMPUS

Student Handbook 2018-2019



Waverly, New York, USA

Zion Ministerial Institute Student Handbook

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ABOUT ZMI

VISION

This is the vision of Zion, to know and delight the heart of our Heavenly Bridegroom through wholehearted, joyful obedience motivated by a single, undivided love for and loyalty to Him.

King David summed up this longing: “One thing have I desired of the LORD, that will I seek after; that I may dwell in the house of the LORD all the days of my life, to behold the beauty of the LORD, and to enquire in his temple” (Psa. 27:4). If this is also our heart, then He will be faithful to bring us, day by day, decision by decision, to the place where we can declare, “Then said I, Lo, I come: in the volume of the book it is written of me, I delight to do thy will, O my God: yea, thy law is within my heart” (Psa. 40:7-8).

PURPOSE

Our purpose is to prepare Christian leaders to be used by God. Our desire is to cultivate godly character within our students and equip them with the necessary tools to maximize their abilities so that they bring forth lasting fruit for the kingdom of God. We seek to prepare our students in three main areas: character, ability, and productivity. Our curriculum offers in-depth courses that are not only theologically sound and Bible-based, but are also anointed and life transforming. The theme verse of Zion Ministerial Institute is John 8:32, where Jesus declared, “Ye shall know the truth and the truth shall make you free.”

STATEMENT OF FAITH

Zion Fellowship accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the following fundamental tenets of faith:

1. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit, who is the Maker and Preserver of all things visible and invisible.
2. We believe in the deity of the Lord Jesus Christ: that Jesus existed eternally with the Father, became Man by the miracle of the incarnation, in no degree ceasing to be God. He is co-Creator of the world and man, the only Savior, and coming Judge.
3. We believe the whole canon of Scripture (both Old and New Testaments), as originally given, to be the inspired and authoritative Word of God, of supreme and final authority in all that it teaches and declares.
4. We believe that all men are lost apart from the saving grace of our Lord Jesus Christ; that sin is cleansed only through personal repentance and faith in the precious blood of the Lord Jesus Christ; that water baptism by immersion should follow receiving Christ as Lord and Savior.

5. We believe that God is well able to preserve us and keep us from falling and to present us faultless before the presence of His glory. However, we can still choose our ways rather than God's and reject the grace of God, losing our eternal salvation. We must continue to walk in the truth.
6. We believe that the redemptive work of Christ on the cross provides healing for the body as well as for the mind, soul, and spirit of man. Christ has an answer for every problem of man, physical or spiritual.
7. We believe that miracles and the gifts of the Spirit are available to the Church today for the edifying and perfecting of its members.
8. We believe that God will visit His Church in the last days and bring multitudes into the Kingdom, preparing us for Christ's Second Coming.
9. We believe that the baptism of the Holy Spirit, as evidenced by speaking in other tongues according to Acts 2:4, is promised to all who desire it, ask for it, and obey God.
10. We believe that everyone will be resurrected (saved and unsaved) and will give an account to the great Judge, whose judgment is final and eternal.
11. We believe that the term "marriage" has only one meaning and that is marriage as a holy institution set forth by God in His Word. Marriage is a covenant relationship between one man and one woman in a single, exclusive union for life, and it is to be a representation of the relationship between Christ and His Church. Any other definition of marriage is contrary to Scripture and to the will of God (Gen. 1:27; Heb. 13:4).

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's biological sex or to otherwise act upon any disagreement with one's biological sex, is sinful and offensive to God.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of the Church.

We believe that marriage is a covenant relationship established by God. We believe that whether the parties are saved or unsaved at the time of marriage, the only situation where it is right to remarry is when one's former spouse has passed away (Rom. 7:2-3). In all other situations, divorce and remarriage to another person is contrary to God's will and purposes.

12. We believe that man should live according to the moral standards set forth in Scripture. This includes: living a holy life; being full of love, joy, peace, longsuffering, gentleness, goodness, faith,

meeekness, and temperance (Gal. 5:22-23). Therefore, we are opposed to: adultery, fornication, uncleanness (including sodomy, lesbianism, bisexuality, bestiality, incest, pornography, and other forms of moral impurity), lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, envyings, murders (including abortion and euthanasia), drunkenness, and revellings (Gal. 5: 19-21; 2 Tim. 3:1-6).

13. We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home; 2) the Church; 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and are governed by His Word.
14. We believe that every Christian, as a steward of the portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully for the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a person has no right to direct the use of the tithe or offering once the gift has been given.
15. We believe that God desires to plant an onward vision within His people, giving us focus and purpose in life. Our vision is reflected in our name – Zion. In the Bible, God spoke of Zion as His dwelling place (Ps. 132:13; Ps 87:2). Therefore, going beyond having right doctrine, an upright life, ministry or good works, our ultimate goal is to have a wholehearted desire and love for the Lord. This will cause us to desire to seek Him, to behold His beauty, to learn to make His presence our home, to win Him and delight His heart (Ps. 24; Ps. 15; Rev.14:1-5, Ps. 27:4, Phil. 3:8).

The vision of Zion is also a progressive vision--having an ever-increasing relationship with Christ, our Heavenly Bridegroom (Heb. 12:22). As we learn to make Christ our one and only desire, and obey Him in all things (Ps. 40:8), He changes us in our spiritual journey so that we qualify to dwell with Him in spiritual Zion.

16. The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

SECTION 2. OTHER MATTERS RELATED TO THE STATEMENT OF FAITH

1. For the purposes of church doctrine, practice, policy, and discipline, our Board of Trustees is the fellowship's final interpretive authority on the Bible's meaning and application.
2. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: members of Zion Fellowship, those employed by Zion Fellowship in any capacity, and who serve as volunteers, should abide by and agree to our statement of faith and conduct themselves accordingly.

In particular, Zion Fellowship pastors shall not solemnize any marriages that are contrary to our Statement of Faith.

3. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: Zion Fellowship's facilities or assets may not be used to condone or allow any activity that is contrary to Scripture or our Statement of Faith.

Scripture is abundantly clear on God's position concerning homosexuality, transgender, and sexual immorality, as explained in our Statement of Faith. Therefore, Zion Fellowship and Zion Ministerial Institute must uphold God's standards at all times, and will not at any time hire or retain any employee, student, or volunteer who engages in or condones any of these practices.

ZMI CHRISTIAN SYSTEM OF EDUCATION

Zion Ministerial Institute is dedicated to teaching the truth of God's Word, which renews the mind and transforms the heart. God's Word clearly states that the fear of the Lord is the beginning of wisdom, and it is from this biblical basis that Zion Ministerial Institute teaches all subjects. Education is not just teaching that influences the mind, but it also influences the life of each student. It has been said, "Doctrine will determine your destiny."

As such, Zion Ministerial Institute seeks to provide an excellent biblical and ministerial education that honors the Lord, and leads students in the pathway of God to a destiny that glorifies His holy name. This we do by training and equipping the next generation of Christian leaders for a life of service to their Savior, homes, churches, ministries, vocations and communities. Our fervent prayer is that God will keep this Institute true and faithful to His ways and His leading, as well as use this Institute to prepare many to live a life that is devoted to His call.

ZMI CHRISTIAN SYSTEM OF CURRICULUM

The Word of God is the foundation of all that we do and all that we are. Therefore, it is essential for all God's people, but especially for those called to be leaders and ministers of the Gospel, to learn how to study and interpret Scripture: "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" (2 Tim. 2:15).

The word "curriculum" in the Latin refers to a course that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum we seek to place a vision and goal before our students of being transformed into the image of Christ and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. This is the goal of our curriculum.

Zion Ministerial Institute is not concerned with studying the theory, philosophy, or principles of the Christian life. Rather, we approach study of the Word of God as a life changing experience: "For the word of God is quick, and powerful, and sharper than any two-edged sword, piercing even to the dividing asunder of soul and spirit, and of the joints and marrow, and is a discernor of the thoughts and intents of the heart" (Heb. 4:12).

The foundation of interpreting and understanding the Word of God is having a pure heart towards God, of obeying His Word, and submitting to His will. This lays the foundation for the study, interpretation, and application of the Scriptures to real and personal life, not only for ourselves, but also to the nations.

The Bible is the mirror in which our hearts, thoughts, and intents are revealed (James 1:23). The Holy Spirit searches the deep things of God, and leads us into all Truth. As our hearts are revealed through the Word of God, the Holy Spirit brings our lives into line with His standards and will (I Cor. 2:9-11; John 16:13).

Therefore, studying and conforming to the Word of God is an ongoing process in our progressive vision to win Christ and be transformed into His image: “Now the Lord is that Spirit: and where the Spirit of the Lord is, there is liberty. But we all, with open face beholding as in a glass the glory of the Lord, are changed into the same image from glory to glory, even as by the Spirit of the Lord” (II Cor. 3:17-18).

ZMI CHRISTIAN VALUES SYSTEM OF RESIDENTIAL CULTURE

The purpose of the Zion Ministerial Institute Residential Program is to allow the truths and principles learned in class to be applied to our students’ character in their daily lives, view of God, treatment of others, thought life, attitudes, obedience, humility, and faithfulness. There are many distractions and temptations in life that seek to draw one into the world, and conform one to its culture.

However, we are called to be set apart from the culture of this world, strangers in our land, and to become citizens of the Kingdom of God, embracing Christ’s culture (I Pet. 1:17-18; Psa. 39:12). For this reason, we seek to prune all distractions from student life to allow students to focus, through the intense training, on making Christ the Solid Rock, Foundation, and Chief Cornerstone of their lives, measuring all things by Him and the culture of His Kingdom, learning to live a yielded, set apart, and poured out life to Him.

ACCREDITATION & AFFILIATION

Zion Ministerial Institute is not currently seeking regional or private accreditation. The academic focus of regional accreditation does not correlate with the purpose of Zion Ministerial Institute’s ministerial curriculum.

In August of 2004, Zion Ministerial Institute was granted Affiliate Status with ABHE, the Association of Biblical Higher Education, located in Orlando, Florida.

STATUS

Zion Ministerial Institute is a private, residential, co-educational, post-secondary Christian school, owned and operated by Zion Fellowship, Incorporated in the state of New York, in the United States of America. Zion Ministerial Institute holds a state charter classified under section 52.22(b) of the New York State Department of Education, which authorizes vocational instruction in the field of religion. Zion Ministerial Institute is authorized by the State of New York to grant certificates and diplomas of completion in the area of ministerial training. Zion Ministerial Institute does not seek or accept federal or state funding.

ADMINISTRATION

Zion Ministerial Institute is governed foremost by the Lord Jesus Christ and by the guidance, wisdom, and anointing of the Holy Spirit. The Chancellor and Vice Chancellor seek to lead ZMI in obedience to the Lord.

The following is a list of the principal staff who handles the administrative duties at ZMI.

Rev. Robert Tucker, Sr., *Chancellor*
M.A., Regent University
B.Th., Zion Ministerial Institute, NM
Dip.Min., Elim Bible Institute

Rev. David Wallis, *Vice Chancellor*
B.S., Auckland University
Min. Dev. Cert., Faith Bible College

Elizabeth Humphreys, *Admissions & Registrar, Bursar*
Course Evaluation Administrator
*M.T.S., Zion Christian University
B.S., Roberts Wesleyan College
B.Th., Zion University
Dip. Min., Zion Ministerial Institute, NY

Josiah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Leah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Rebecca Blodgett, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Denise Miller, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Hilary Sigsby, *Course Evaluator*
M.T.S., Zion Christian University
B.F.A., Wayne State University
Dip. Min., Zion Ministerial Institute, Waverly

Leslie Sigsby, *Course Evaluator*
M.Ed., Wayne State University
B.S., Wayne State University

**Indicates a Candidate for*

ADMINISTRATIVE RESPONSIBILITIES

Chancellor: Rev. Robert Tucker, Sr., with the Vice Chancellor, Rev. David Wallis, oversees all aspects of ZMI and makes all the major decisions regarding ZMI.

Vice Chancellor: Rev. David Wallis is responsible for providing direction and leadership in accordance with that set in place by the Chancellor, in the absence of the Chancellor.

Registrar: Elizabeth Humphreys is responsible for maintaining accurate, secure academic records for former and current students. The basic responsibilities of the Registrar are to initiate and manage academic processes including, but not limited to, registration, academic standing, readmission, grading, and graduation; provide transcript service for current and former students; evaluate and articulate transcripts from other schools; and establish (in consultation with the Chancellor and Vice Chancellor) policies, procedures, and processes.

Bursar: Elizabeth Humphreys is responsible for maintaining the financial records and student accounts.

Admissions: Elizabeth Humphreys is responsible for guiding prospective students through the admission process.

Course Evaluation: Elizabeth Humphreys is responsible for overseeing the grading of student assignments with a team of qualified graders. To assist in meeting the required deadline for course work evaluations of two-weeks after the end of class, a course evaluator is assigned to grade the coursework. The Course Evaluator is responsible to the Registrar & Chancellor.

Student Advisors: Elizabeth Humphreys is responsible for reviewing learning progress for students on a regular basis, and communicating with students as needed, as well as aid student questions regarding academic issues, policies, and instructions.

CONTACT INFORMATION

Zion Ministerial Institute's 170-acre campus rests at the top of Glory Hill, surrounded by secluded meadows and woodland. Waverly, New York, is a small community located on the New York/Pennsylvania border, adjoined by Athens and Sayre, Pennsylvania. When driving, Syracuse and Rochester are two hours north, and New York City is roughly four hours east. The closest regional airport is Elmira-Corning Airport (ELM), only 25 minutes away; the closest international airport is Syracuse (SYR). Local cities offer opportunities to enhance studies in public and university libraries, including Cornell University in Ithaca, and SUNY in Binghamton.

Mailing address:
Zion Ministerial Institute
PO Box 70
Waverly NY 14892-0070
USA

Physical shipping address: (UPS & FedEx only)
Zion Ministerial Institute
241 Glory Hill Rd., #70
Waverly NY 14892-9801
USA

Phone Number: (607) 565-2801 x212
Fax Number: (607) 565-3329
Website: www.zmi.edu

Zion Ministerial Institute departments may also be contacted by e-mail at info@zmi.edu.

Student Arrivals:

ELM is the preferred airport, and Greyhound bus service has a convenient drop-off location at the Terminal Barber Shop in Waverly. Call or email us to let us know your arrival information.

Mail and Shipping:

Letters may be placed in the mailbag located in the Middle Office. Mail is picked up Monday through Friday. Incoming mail is delivered to the mailboxes located next to the laundry room.

When expecting mail or ordering items online to be delivered, please be careful to determine the method of delivery and use the appropriate address.

For postal mail through USPS:

[Student Name]
Zion Ministerial Institute
PO Box 70
Waverly, NY 14892

For UPS and FedEx shipments

[Student Name]
Zion Ministerial Institute
241 Glory Hill Rd., #70
Waverly, NY 14892

Please include your name AND “Zion Ministerial Institute” in shipments to you.

Phone System

Students may make outgoing calls from their dorm hallway by using a (toll free number) calling card. Students may not use the paging facility, or use the phone system to call other phones in the building unless a student is paged by staff.

Important phone numbers: to reach our offices, use the following numbers:

- 9 A.M. to 5 P.M., M—F , call (607) 565-2801.
- After 5 P.M. and on weekends and for any **time-sensitive matters** call (607) 565-7142.
- Our fax number is (607) 565-3329.
- We can be emailed at registrar@zmi.edu, checked during business.
- Students may receive calls on their dorm floors:

Men’s dorm (607) 565-3792

Ladies’ dorm (607) 565-3794

ZMI POLICIES

INTEGRITY OF SCHOLARSHIP

Zion Ministerial Institute recognizes the principles of truth and honesty as being absolutely essential. Students must rigorously follow these principles in all course work, including assignments and examinations. By signing the Enrollment Agreement, the student agrees to abide by these principles. Zion Ministerial Institute requires students to complete all course assignments without unauthorized help from others. Cheating or plagiarizing in any form is sufficient grounds for suspension and/or academic dismissal from Zion Ministerial Institute. If students are suspected of cheating or plagiarizing, they will be notified immediately by administration. Each case will be carefully reviewed and could result in academic dismissal.

ACADEMIC WARNING, PROBATION, & DISMISSAL

Students are expected to successfully complete fifteen (15) weeks of courses per semester. In addition to this, Zion Fellowship and Zion Ministerial Institute host a Pastor's Seminar each semester for an additional week (for a total of 16 weeks per semester), in which students participate through the tasks involved in successfully running the seminar and providing for the needs of guests. Students must maintain a grade point average (GPA) that insures satisfactory learning progress for each semester.

Because the Ministerial Training Program requires 64 non-elective credits to graduate, and offers 16 non-elective credits per semester, students who fail any course will be required to retake that course or complete further assignments, at the Chancellor's discretion, to receive a passing grade and credit for that course, necessary to be eligible for graduation.

Students' scholastic status will be checked frequently throughout the semester. The following policy will be used to determine scholastic status:

Essential Core Policy

The Essential Core courses are key to explaining, understanding, and imparting the vision, doctrine, and ethics of Zion. To be a candidate for graduation with a Diploma in Ministerial Training from Zion Ministerial Institute, students must demonstrate satisfactory understanding and applied learning in the areas of Zion doctrine, vision, and ethics. Therefore, students may not graduate without passing these courses with a minimum course grade of C. Any student who does not pass an essential core course with a minimum grade of C will need to either retake the course or complete further assignments, at the Chancellor's discretion, to show clear understanding and applied learning of the course material, prior to graduating.

International Students

In compliance with SEVIS requirements, all M-1 visa students must show satisfactory progress in all classes. International students studying on an M-1 visa are required to maintain full-time status, which means no non-elective courses may be dropped or failed during the semester.

All Essential Core courses must be passed with a minimum grade of C, and all other courses must be passed with a minimum grade of C-, while maintaining a minimum Grade Point Average (GPA) of 2.0 every semester with no NC (no credit), W (withdrawn), NP (no pass), I (incomplete), or F grades on the transcript.

Zion Ministerial Institute will fully support all international students in their attempts to maintain M-1 student status by passing all courses satisfactorily. At the discretion of the Chancellor, any student who either falls below the required minimum GPA or who receives a course grade lower than C- will work directly with the assigned student advisor, who will evaluate and appropriately address the student's needs, providing any necessary monitoring and progress reports, supervision, tutoring, or mentoring required to enable the student to succeed at ZMI.

Students who either do not follow the requirements of the student advisor or are unable to show satisfactory improvement and progress, may fall out of M-1 student status, be dismissed from the school, and have their SEVIS record terminated, requiring the students to leave the country immediately. SEVP has a zero (0) day policy, meaning students who fall out of status have no grace period to remain in the United States.

This would result in the affected students' having to file for reinstatement from the country of citizenship, which is a long, costly process, and may be denied by U.S. immigration.

Academic Warning

When a student initially fails to pass appropriate credits during the semester, the student will be placed on academic warning. When a student's grade point average for a semester is below 2.00, but the cumulative average is above the academic scale requirement, the student will be placed on academic warning for the following semester. Academic Warning is recorded on the student's academic record.

Academic Probation

When a student's cumulative grade point average falls below the appropriate level of good standing on the academic scale, the student will be placed on academic probation for that and/or the following semester. Any student who fails to maintain a 2.00 average in a semester, and/or repeatedly fails to pass appropriate credits, and/or does not show satisfactory progress may be placed on academic probation. Academic probation status is recorded on the student's file. If a student's grade point average is above the academic status scale for the probationary term, but the cumulative average is still below the academic status scale, or the student fails to pass appropriate credits, the student will continue on academic probation.

Removal from Academic Probation

Students will be removed from academic probation at the end of the semester when their cumulative grade point average and semester grade point average meet the academic status scale and/or they show appropriate progress toward passing required credits.

Academic Dismissal

Students on academic probation whose grade point average for the probationary semester falls below the academic status scale are subject to academic dismissal. Students whose cumulative grade point average meets the academic status scale, but fail to pass appropriate credits for two consecutive semesters, or who have failed to make satisfactory academic progress after being placed on academic probation, are also subject to academic dismissal. When applying for readmission, students may be asked to present evidence of potential academic success.

WITHDRAWAL FROM ENROLLMENT

Students may withdraw from enrollment at any time. Students who desire to withdraw from enrollment must follow the official Withdrawal Procedure as follows:

1. Notification to the Registrar's Office by means of a written letter or email. The Registrar's Office will return an Official Withdrawal Notice to the student, which must be completed and signed by the student in order to make the withdrawal request an "Official Withdrawal". The withdrawal date will determine the amount of refund given to the student, if any.
2. All financial obligations are satisfied. Students who fail to meet financial obligations will not receive academic transcripts.
3. The student's transcript will then reflect official withdrawal, "W". Any student who withdraws without meeting the above criteria will be considered as having an unsatisfactory withdrawal. As a result a "UW" will be permanently noted on the transcript.
4. The student's possessions must be removed from campus within 10 days of withdrawal, unless other arrangements have been made with the Chancellor. Zion Ministerial Institute is not responsible for any personal items left on the campus. Any personal items that are left will be considered donations and will be redistributed or discarded at the discretion of Zion Ministerial Institute.

Family Rights & Privacy Act

Zion Ministerial Institute is in compliance with the Family Educational Rights and Privacy Act. This Act is designed to protect the privacy of educational records, establish the right of students to inspect and review their records, and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures of the Act.

Student Complaints

If students have complaints regarding their coursework, living or classroom arrangements, administration, course instruction, or any aspect of their involvement with Zion Ministerial Institute, they should contact the Registrar's or Vice Chancellor's office. Informal complaints can be discussed in person or over the telephone. However, in order for a formal complaint to be filed, the student must send a written complaint to Zion Ministerial Institute by email or postal mail. All complaints are carefully examined by the Administration staff. Students will receive a written reply within 45 days of the date that the complaint was received.

GENERAL PROGRAM INFORMATION

CURRICULUM

One of the most important aspects of a college or university is its curriculum. Even more important than how we teach is what we teach. The content of a school's curriculum is far more important than the methods of instruction.

In Matthew 5:19, the Lord Jesus Christ expressed the importance of what we do and what we teach others to do: "Whosoever therefore shall break one of these least commandments, and shall teach men so, he shall be called the least in the kingdom of heaven: but whosoever shall do and teach them, the same shall be called great in the kingdom of heaven." Teachers, ministers, and educators are held accountable for what they teach others. Therefore, by God's grace, we must always seek to teach and preach the pure, unadulterated, and undiluted Word of God.

The faculty and staff of Zion Ministerial Institute are committed to a Biblically based, Holy Spirit-inspired, and Christ-centered curriculum. We have designed our curriculum to not only impart the knowledge of God's Word to our students, but also to enrich their devotional and spiritual lives as well.

The word "curriculum" in the Latin refers to a racecourse that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum, we seek to place a vision and goal before our students of being transformed into the image of Christ, and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. That is the goal of our curriculum.

CREDIT HOUR SYSTEM

As a vocational institute, and in accordance with government requirements through the US Student and Exchange Visitor Program (SEVP), Zion Ministerial Institute defines one credit hour as a minimum of eighteen (50-minute) hours of instruction, with approximately thirty (50 minute) hours of homework, for a total of 48 (50 minute) hours of study per week.

COURSE WEIGHTING

The following grading scale is used for *most* classes in calculating the final scores and alphabetic grades:

Attendance	Attendance & Notes	20%
Required Reading	Textbook Questions, Chapter Summaries, Personal Applications	20%
Formal Writing Assignment	Essays, Sermon or Teaching Outlines, Formal Discussions	35%
Other Assignments	Class Specific	25%

METHOD OF STUDY

Ministerial Training has many advantages. Courses are scheduled progressively over two (2) distinct academic years, consisting of four (4) unique semesters, to train students in thorough biblical knowledge and understanding, in-depth character studies, aspects of ministry and leadership relating to the local church, and character building.

Courses at Zion Ministerial Institute are presented using the “block system”, in which each one-credit course is taught in five (5) days with approximately eighteen (18) hours of instruction, and each half-credit course is taught in two and one-half (2.5) days with approximately eight (8) hours of instruction. The homework for each course is due by 11:00pm the Saturday following the end of class. Therefore, students complete all coursework associated with the class(es) for that week, and have Sunday, spent as a day of rest and worship to the Lord, to be refreshed for the following week.

The block system enables one class to be taught at a time, allowing students to be fully immersed in each course, without having to divide time and attention among several classes at once. Many of our instructors are seasoned pastors and missionaries from Zion Fellowship’s local churches and mission fields. The course schedule enables these instructors to be resident on campus for the duration of their classes, which allows students the best opportunity to learn from their lives and ministries. Their wealth of ministry experience from all around the world makes for dynamic, Spirit-filled lectures. Weekday mornings are used for classroom instruction; afternoons and evenings are reserved for studying, hands-on practical ministry, worship services, and recreation.

Ministerial Training also has challenges. It requires an increasing and deepening dedication to an ongoing relationship with Jesus Christ, discipline, time management, and dedication to studies. We encourage students to be diligent in their studies, even as Paul exhorted us in 2 Timothy 2:15: *“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”*

The following are suggestions that others have found helpful for being a successful student at Zion Ministerial Institute:

- 1) After receiving the semester schedule and duty list, and chapel rotations, prayerfully make a workable schedule for each day of the week, allowing ample time for devotional prayer, personal worship, and Bible reading. If you are unsure how to do this, please see your student advisor for assistance.
- 2) Prepare a system of directories or folders on your computer for each course scheduled for that semester. Keeping courses organized assists the student in research.
- 3) Develop a daily study plan. It may be necessary to prioritize your schedule and cut out some leisure activities that will keep you from meeting your goals.
- 4) Find a comfortable place to study with the least distractions possible.
- 5) Try to avoid interruptions when you are studying, but make sure to take necessary breaks to aid concentration. It has been suggested that 45 minutes of study with a 10-15 minute break is sustainable and effective. Let others know your study schedule and ask them to respect your private study time.

- 6) Try to prayerfully apply the course content to your life while you are studying for maximum retention.
- 7) Develop good reading skills through concentration and focus. Pause frequently to review in your mind what you have just read. Read it again if necessary. Take notes of the most important points or underline them.
- 8) Do not be afraid to ask for help. Write down any questions you have about the course content or other questions and bring them to the instructor or teaching assistant.
- 9) Make some time for social activities in groups. Maintaining a well-rounded, balanced personal life develops a mature student.

COURSE TEXTBOOKS

The course textbooks utilized by Zion Ministerial Institute were written by the ZMI faculty, who are comprised of primarily ordained ministers with a wealth of spiritual experience and a rich anointing from God upon their lives. Textbooks may be purchased from Zion Christian Publishers online at: www.zcpublishers.com. Students may enter ZMI's Waverly address and request "local pick-up" to avoid shipping charges. Students will receive a confirmation email when the order has been processed and books are ready for pick-up at their mailboxes.

All textbooks for the semester must be purchased prior to the first Monday of the semester. If students prefer, Zion Christian Publishers also sells Kindle readers pre-loaded with all the Zion e-books required for the two-year course of study.

ZMI EDUCATIONAL EXPECTATIONS

ATTENDANCE

Attendance is taken prior to the start of class at 8:00am each day. Students should be seated at their desks, with their computers and work area ready to begin before 8:00am.

Tardiness

Being tardy hinders the student's ability to learn, and the teacher's ability to teach effectively. In addition, tardiness disrupts the entire classroom. When the teacher signals the beginning of a class period, students are expected to be in their seats, prepared and ready to learn, with all required materials available. Students who are not seated and ready to begin class by 8:00am, or arrive after the Instructor has begun speaking, are considered tardy. This includes returning to class from break.

A total of 25 percentage points may be deducted from the Attendance Grade per course for tardiness. Each day a student is tardy, 5 points will be deducted from the Attendance Grade for a one credit (5 day) class, and 8.33 points will be deducted for a half credit (3 day) class. Tardiness from breaks may be noted and calculated into the attendance grade.

Absences from Class

This constitutes *any* absence for which the appropriate dean or administration received no communication, or absences which were not approved by the administration. Unexcused absence from class will result in a deduction of 20-40 percentage points from the attendance grade *per day*.

In the event of illness, students must contact **Hannah Schrock** by 7:30am to receive an excused absence. Students who may become ill during class and need to be excused from class must notify **Hannah Schrock** immediately upon leaving class to receive an excused absence.

Students who must miss class due to illness (after having reported the illness) will need to make up the missed lecture and/or review the day's lecture through another student's notes. However, another student's notes may not be submitted for the "Class Notes" Attendance assignment.

*If the designated contact is away or unavailable, students must contact the Registrar.

STUDENT CHAPEL

Chapel Class Period: **8:00-8:50am** | Worship: **12-18 minutes** | Message: **15-20 minutes**

The purpose for chapel is to give each student practical experience in these two vital aspects of the ministry and to prepare them for future ministry opportunities, as well as a unique opportunity for the Lord to speak His message directly to the student body. Many times, the Lord has a specific theme or message that He communicates throughout the semester through the student messages, worship, prophecy, as well as class lecture.

Students are required to attend all Student Chapels and participate in chapel as scheduled. Chapel lasts a maximum of 50 minutes. The students are scheduled on a rotation to preach and to lead praise and

worship. The schedule for the preaching and worship leading will be posted in Planning Center Online (PCO), and scheduling notification will be emailed to appropriate students as reminders from PCO. The chapel rotation will be posted on the classroom bulletin board.

The scheduled worship leader shall enter the song list into PCO by 5:00pm two days prior to the scheduled chapel service. Rehearsal for the assigned chapel service shall be from 1:00pm – 1:30pm, in the ZMI Classroom, the day prior to the scheduled service.

When preparing sermons, students are not permitted to ask staff for assistance with transferring, converting, or printing files. Students may request help from the Teaching Assistant with questions, or in the final preparation, review, proofreading, or practicing of their messages. Students shall use their own resources such as illustrations, object lessons, and other related items in order to prepare their messages. If messages need to be printed, please use the wireless printer in the ZMI classroom.

MINISTRY CLASSES

- **Elderly Ministry**
- **Children’s Ministry**
- **Worship Team**

Each of these ministry classes are semester-long classes. Each student will be scheduled to participate in both Elderly Ministry and Children’s Ministry one (1) time per month. Those students who are on the Mount Zion Church Worship Team will also be scheduled a minimum of one (1) service per month. Students may also be asked to participate in the Mount Zion Church Youth Group, Overcomers, on occasion. This should not conflict with other scheduled services.

OUTSTATIONS

Occasionally there may be opportunities for students to gain practical ministry experience in different areas of ministry through outstations to local churches, such as teaching, preaching, leading worship, giving a testimony, presenting special music, etc. All students are expected to participate in these opportunities when assigned, though not all students may be able to be assigned.

Outstation Assignments

Outstation assignments will be made as early as possible in the semester. Consideration will be made for individual giftings and preference when possible. Students should speak with the Registrar concerning their interests, as well as any problems that may arise due to scheduling.

If a student is contacted by another church to participate in a service, please speak with Elizabeth Humphreys regarding this prior to accepting.

Pastors’ Seminars (Conventions)

Pastor’s Seminars (otherwise known as our bi-annual Conventions) are a requirement, each semester, for all students, including matriculating, audit, residential, and non-residential students. These seminars present an opportunity for students to learn from seasoned and proven ministers of the gospel, from our board members to visiting missionaries. Students are also expected to serve in many different

capacities during the seminars, to create a welcoming atmosphere for our guests, and to assist the staff in the running of the convention and facilities.

ZMI CLASS POLICIES (AS APPEAR ON ALL SYLLABI)

1. Regular and punctual attendance is required. Attendance is taken at every class. If the opening song or class has begun before the student arrives (including resuming after class breaks), he or she is considered tardy.
2. Students are responsible for taking thorough notes (if absent, the student is responsible for completing missed audio and/or obtaining class notes from a fellow student, although all notes submitted for the assignment grade must be unique to the student, and not copied from anyone else). When taking notes, consider that these notes may themselves be used as the basis for teaching one day.
3. When discussion is called for, students are expected to participate, engaging in dialogue to further the understanding of the subject as a group. Students are expected to be respectful and courteous at all times, never demeaning, rude, or condescending in discussion or disagreements. Unacceptable behavior will not be allowed.
4. Students are expected to act with academic integrity at all times. This includes, but is not limited to, the following:
 - a. Turning in another's work as the student's own is prohibited.
 - b. Correctly and appropriately citing the work of others is required – this means any idea, whether a direct quotation, paraphrase, or summary, that has not originated from the student. Any specific information, data, or idea that the student obtained from an outside source, and which was not properly cited (both in-text and on Works Cited page) is considered plagiarism.
 - c. Cheating will not be allowed. This may include, but is not limited to, making use of resources not permitted on an assignment; enabling another student to do so; or attempting to learn the questions or answers to assignments before the allowed time; or using the work of another student to complete an assignment.

Students with known learning disabilities who need scholastic accommodations or modifications must contact the Registrar and indicate the assistance needed in writing prior to the beginning of class.

GRADING SYSTEM

The following grading scale expresses the levels of scholastic achievement upon which submitted work is evaluated. Please note this is based on a 4.0 grading scale.

Letter Grade	Numerical Equivalent	Grade Point Average	Standing
A+	100	4.00	Exceptional
A	96-99	4.00	Honor
A-	93-95	3.70	Honor
B+	90-92	3.30	Good
B	87-89	3.00	Good
B-	84-86	2.70	Good
C+	81-83	2.30	Satisfactory
C	78-80	2.00	Satisfactory
C-	75-79	1.70	Poor, but passing* **
D+	73-74	1.30	Unsatisfactory, but passing* **
D	71-72	1.00	Unsatisfactory, but passing* **
D-	70	0.70	Unsatisfactory, but passing* **
P	70 and above*	0.00	Pass*
F	69 and below	0.00	Failure
I		0.00	Incomplete
W		0.00	Official Withdrawal
UW		0.00	Unsatisfactory Withdrawal

A minimum grade of "C" is required for transfer credit

*Except where a minimum grade of "C" is required

**Raises concern about the student's satisfactory learning progress

COURSE EVALUATION

Course work will be evaluated for clarity and organization, knowledge of original content, demonstration of original thought, ability to draw sound conclusions and support with authoritative evidence, grammar, punctuation, and proper MLA citation. While points will not be deducted for disagreement with an idea being conveyed, all essays must substantially support their argument with proper research, Scriptural validation, and sound reasoning, as well as demonstrating understanding of the course content and accurately meeting the syllabus requirements. Course work will be carefully graded upon set criteria as outlined below:

Grade	Content	Structure, Syntax, Style
100% (Exceptional) A+	Skillfully evaluates information gathered;	Content is well organized and flows smoothly and naturally;
95-99% (Honor) A, A-	demonstrates independent thought and ideas; exhibits a depth of knowledge based on research; clearly articulated; viable conclusions	Clear intro, body, and conclusion; essentially error free; presentation is neat and professional; proper citation; excellent command of English
86-92% (Good) B+, B, B-	Content is fairly clear and accurate; some independent thought evident; good awareness of issues and knowledge; offers solid but less accurate reasoning and detail; contains some appropriate details and/or examples	Content is organized and flows; Some minor errors; rare major flaws; generally clear and concise; essay looks neat; minor errors in citation; good command of English
78-83% (Satisfactory) C+, C	Average awareness of issues and display of knowledge; content somewhat vague; some signs of logical organization; generally acceptable conclusions	Generally coherent; Several minor errors; occasional major flaws; several minor errors in citation; lack of defined focus; relatively good command of English
75-77% (Poor, but passing* **) C-		
70-74% (Unsatisfactory, but passing* **) D+, D, D-	Difficulty demonstrating understanding of issues; limited clarity and logical organization of thought; insufficiently supported conclusions; off topic	Somewhat coherent; unclear focus; numerous minor flaws; several major flaws; several errors in citation; understandable but inconsistent command of English
Below 70% (Fail) F	Demonstrates lack of knowledge and grasp of subject, insufficient reasoning, undeveloped and unsupported ideas	Often incoherent; numerous minor flaws; numerous major flaws; poor command of English

GUIDELINES SUMMARY FOR FORMAL WRITING ASSIGNMENTS

Learning to write clearly is a skill that will aid you for many years to come. This is especially true in regards to church ministry. The following are some general steps involved in writing a good theological essay:

Requirements: Read the assignment description and identify the main points that the syllabus is asking you to discuss. This can make the difference between a confusing and a well-written essay. It helps to write down the specific requirements of the essay before you start to write and continually refer back to them to ensure that you have met each requirement. Each writing assignment will be examined to see if you have met the specific requirements of the syllabus and points will be deducted for each requirement that is not fully met.

Research: It is vital that you properly research the assigned topic using (at a minimum) Scripture, as well as the required and recommended reading in order to present a proper depth of knowledge. While you are not expected to be an expert in the subject, you do need to have a proper background in the subject that is only achieved by thorough reading of the textbooks, Scripture, and other reference books. Each essay should include at least two (2) direct quotations, as well as paraphrases (as appropriate), from the required reading, as applies to the assigned topic. Points will be deducted for failing to provide appropriate scriptural and authoritative support for doctrinal statements and conclusions drawn.

Approach: The essay should be approached as a formal line of reasoning, in the third person and past tense, for the purpose of persuading your reader with authoritative evidence and strongly supported conclusions.

While exhortation may be appropriate occasionally, formal writing assignments should refrain from exhorting or preaching at the reader. Exhortation should not take the place of fully developing, explaining, and supporting truth in your own words. Only personal/universal application of truth should use second person plural (We, Us, Our) in order to avoid “preaching” at the reader.

- Example: “Believers must realize that understanding spiritual truth only comes by faith, and faith is only given to a believing heart.”
- Example: “We must labor to enter into the rest of God by laying down our own plans and mindsets, and ceasing from our own works, learning to lean upon our Beloved as He leads us.”

Be concise in using Biblical examples and accounts. For example, rather than repeating the narrative and explanation of the whole story, concisely describe how the biblical example applies to the main point being developed, citing Scripture references.

Points will be deducted for inconsistency in tenses (e.g. past tense vs. present tense), unnecessary or distracting narrative or explanation, exhortation or preaching, or lack of focus and authoritative support for persuasive reasoning.

Thesis Statement: It is important that you develop a concise idea that conveys what will be discussed through the essay and present it as the last sentence of the opening paragraph. The thesis statement should identify the main points to be developed in the essay, in the order in which they will be

addressed. This is the evaluator's "roadmap" and "checklist" for grading the essay. The purpose of the rest of the essay will be to prove and defend that thesis. Points will be deducted for no thesis statement or thesis statements that are unclear or too general.

Outline: Sketching out the skeleton of your essay before you start writing the rough draft can be very helpful in preventing you from getting stuck on tangents that do not properly support your thesis statement. Adding each of the assignment's requirements from the syllabus to the outline can also help you ensure that the requirements are fully met. Points will be deducted for failing to fully develop or digressing significantly from the main points of the thesis statement and the syllabus requirements.

Introduction: Develop an opening paragraph that will not only introduce the reader to your subject, but set the scope or boundary of your subject, and will grab the reader's attention, leading him into the essence of your argument. The introduction should show why the subject is important, applicable, relevant, or interesting to the reader. Points will be deducted for unclear or inadequate introduction; points will also be deducted for too broad or lengthy introduction, relative to the length and scope of the paper (i.e. a 3-5 page paper should have a strong, clear introduction of one third to one half page in length).

Body: Each paragraph should relate directly to and support your thesis statement. Provide supporting evidence in the form of reasoning, logical evidence, scriptural examples, and citations in a clear and sensible presentation. For further information, please refer to ZMI Writing Guidelines 2014. The following link may also aid understanding this process:

<https://www.olchs.org/assets/documents/Transitions-Two-In-One.pdf>

Please note, each paragraph should fully develop *one* main idea, with a minimum of three complete and clear sentences. Logical flow and good transitions between paragraphs is essential for the reader to clearly understand and follow the progression of the essay. Points will be deducted if paragraphs digress from the main point/thesis statement being developed, fail to adequately develop the idea being presented, or fail to demonstrate logical organization and flow.

Conclusion: No new ideas should be presented in the conclusion; however, the conclusion should not simply be a restatement of your thesis statement or main points. Instead, the conclusion should be treated as the last opportunity to make an impression upon the reader. Therefore, without offering any new evidence, present the reader with a short summary of your thesis argument, with perhaps a memorable thought, quotation, or call to action that the reader can walk away with. Points will be deducted for inadequate, abrupt, or disconnected conclusions, or for conclusions that present new information which should have been included in the body of the essay.

Language: An essay or theses is considered formal prose and should not follow the structure of or sound like informal, spoken English. Use of language should reflect the voice and personality of the writer, rather than the textbook or instructor, while conforming to the structure of formal prose. Using direct, active language will help to keep the flow and pace of the essay. Points will be deducted for use of contractions (making two words into one: it's, you're, he's, etc.), informal or narrative style, or unnecessary wordiness and repetition that weaken the impact of the essay (i.e. "fluff").

Quotations & Citations: To avoid any issues with plagiarism, it is important for students to provide proper quotations and citations for information taken from other resources. Quotations should always be introduced to show why the quotation is necessary to the discussion and development of the thesis statement. Do not let a quotation “stand alone,” or expect the reader to make sense of it for himself.

Direct quotations, including Scripture, should account for no more than 15 percent of the length of the essay. In other words, for a five (5) page essay, direct quotation from Scripture and textbooks should not be longer than $\frac{3}{4}$ of one page.

Block quotations (more than four complete lines of text) should be rare – no more than one (1) per essay – and must contribute directly and substantially to the overall focus of the essay, not used as “filler” to fulfill the page requirements.

See the Zion Ministerial Institute MLA Style Guide for further discussion of quotations and citations. Points will be deducted for inadequate or improper citations, as well as unnecessary or too many quotations.

MLA: Essays must be formatted according to the standards of the Modern Language Association (MLA). Please refer to the MLA example in your course syllabus, as well as the Zion Ministerial Institute MLA Style Guide or *MLA Handbook for Writers of Research Papers* (7th Edition) by Gibaldi.

Evaluator Comments: *Pay close attention to the evaluator comments on your returned assignments and rubrics.* It is important to receive and incorporate feedback and corrections from course evaluators throughout your studies at ZMI. The evaluators may deduct an increasingly higher number of points if it is observed that you are not addressing their comments. If comments or corrections are unclear, please email the Registrar at registrar@zmi.edu to request an appointment to discuss specific concerns.

For further information and help on writing, see “ZMI Writing Guidelines 2014.”

POPULI: ONLINE COLLEGE MANAGEMENT SYSTEM

Staying informed throughout the semester is very important. We communicate constantly with both students and instructors throughout the semester, regarding updating information, answering questions, announcements, changes, etc. Populi is our online College Management System. Populi will be essential to receiving and responding to all ZMI communications, Class Materials, Assignment Submissions, etc.

Students must log in to Populi at least twice a day, once in the morning, and once in the evening, to check for announcements, updates, changes, etc. All course materials and booklists will be found in the designated course through Populi. All assignments will be submitted through Populi, with specific instructions for each assignment.

It is also necessary for students to check ZMI email at least twice a day, once in the morning and once in the evening for more extensive or detailed communications.

COURSE MATERIALS

Students must log in to Populi to retrieve course materials, download required files, and review required textbooks through the course Info page. The course will be made available to each student the Friday prior to the beginning of class through Populi.

ASSIGNMENT SUBMISSIONS

Assignment Submission Instructions

Students are advised to complete assignments, including discussions and review questions, in a Word document saved to the laptop hard drive, in the event that the internet connection is lost while completing the assignment. It is also advised to back up to an external drive frequently, not just the cloud, in the event that wifi is unavailable.

Log into Populi. On the home page, find the course section on the lower right and click on the appropriate course page.

File Type Assignments:

- Once in the course page, click on the “Assignments” tab.
- Click on the name of the desired assignment to upload; i.e. “Unit 3: Essay.”
- Click on “Attach a file,” then click “Browse” to locate the assignment.
- If applicable, enter any message or notes required for assignment.
- Press “Submit” to upload assignment(s)
- If multiple submissions are made, the latest submission *prior to the due date/time* will be accepted. However, students should not upload the assignment until they are satisfied that the assignment is complete and meets the requirements. Any submission made after the due date/time is not guaranteed of acceptance.

The course submissions assignment file names should include the course name, followed by the assignment number, and student last name with first initial. For example: SYS105-Unit1-SampleS.

Test Type Assignments:

- Once in the course page, click on the “Tests” tab.
- Click on the name of the desired test assignment.
- Review the instructions:
 - If this is a timed test, the test must be completed within one sitting and the time allotted. If, for some reason, your computer freezes or you lose internet, contact the Registrar as soon as possible, to retake the test.
 - If there is no time limit, you may begin the test, close it *without* submitting, and return to it at any time before the due date to complete the review questions.
- When the test is complete, click the “submit” button on the bottom of the page to ensure answers are saved and submitted.

Discussion Type Assignments:

- Initial Post -
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Click in the box at the bottom of the page with the button labeled “Add Comment”. Copy and paste the discussion post from your saved Word Document and click the “Add Comment” button.
- Response to Another Student’s Initial Post
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Respond to the chosen student’s discussion post by clicking “Reply” under the post, and entering or copying and pasting your text into the box and clicking the “Reply” button.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- Response to Another Student’s Response
 - If you desire to respond to another student’s response in addition to responding to an initial post, click on “Reply” under the Response – this will include your response in the discussion thread. Address the student you wish to respond to by name, if it is not the initial post.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- For assignments with minimum word counts, the discussion comment box will show the word count. If typing the discussion direction into a word document, the word count is also displayed on the bottom of the screen.

Assignments Due Dates and a Day of Rest

ZMI has structured the courses to enable students to have Sundays as a day of rest unto the Lord (Gen.

2:2; Ex. 31:15a; Isa. 58:13-14; Mark 2:27-28). For this reason, assignments will be due by **11:00pm Saturday night**, following the end of class, unless the Instructor chooses to move the deadline to within the week of class. All assignments are to be submitted through Populi, according to directions, and are to conform to the assignment instructions, writing guidelines, and MLA style guide. For questions concerning this, please see the Teaching Assistant.

Late Assignment Submission Policy

The default deadline for all course assignments will be 11:00pm Saturday following the end of class. In other words, each week will be self-contained, with the course work due the same week as class.

All assignments will be submitted through Populi. If an assignment is due at 11:00pm, the link to complete an assigned test will disappear at 11:01pm. If a file assignment is submitted after the due date/time, a message will appear in red, "Past Due". This means that any assignment not submitted by the deadline is automatically late.

Any student who was not able to submit the assignment before the deadline must contact the Registrar. If a student missed the deadline for a test, the Registrar may make an exception, allowing the student to complete the test within two days (by 11:00pm Monday of the following week), if the Chancellor considers this to be appropriate. If the student missed the deadline for a file assignment submission, Populi will still allow the assignment file to be uploaded, with a message in red on the submission page stating "Past Due".

However, accepting course work submitted after the deadline is not guaranteed. If assignments are submitted after the due date/time, each must be evaluated on a case-by-case basis by the Chancellor. In the event that it is deemed appropriate to receive late assignments, the late penalty will also be determined on a case-by-case basis.

EMAIL

Upon enrollment, students are given a "zmi.edu" email address, which will be the only email address used for communication, as well as a Populi login. It is important to note that all ZMI communications will go to the "zmi.edu" address, and students will not receive emails from ZMI to any other personal address. Students may check their "zmi.edu" email by logging into their Populi account and then clicking on the "Email" tab at the top-left of the main page. Again, students should check their email daily to view announcements.

ACADEMIC REPORTS

Through Populi, students have access to their academic records, including the following academic reports:

- Grade Report: lists each term's courses and final grades.
- Unofficial Student Transcript: reflects the students' academic history at ZMI

To view and/or print the reports listed above through Populi:

- Click on "My Profile" on the toolbar at the top of Homepage
- Click on "Student" Tab on the Profile page
- Select the report to view and/or print from the options at the top of the page

TECHNOLOGY REQUIREMENTS

- **Laptop**
- **Word '07 or higher (or equivalent)**
- **Ability to submit files as .doc(x)**
- **External Drive to back up coursework**

Each student must own a working laptop computer, running a word processing program equivalent to Word '07 or higher. All assignments are to be submitted as .doc(x) format. Students should also use an *external drive* on which to back up all course work, daily, to avoid losing files. Please note, thumb drives are not a replacement for an external drive, as thumb drives can fail.

SCHOOL CALENDAR

2018-2019 Academic Calendar	2019-2020 Academic Calendar
<p><u>Fall I 2018:</u></p> <p>Student Move-In Date: 22 August Semester Orientation: 23-24 August Semester Start Date: 27 August</p> <p>Labor Day: 3 September</p> <p>Fall Convention: 25-27 September Thanksgiving Break: 22-25 November</p> <p>Semester End Date: 14 December Student Move-Out Date: 15 December</p> <p><u>Spring I 2019:</u></p> <p>Student Move-In Date: 5 January Semester Start Date: 7 January</p> <p>Mid-Term Break: 1-4 March (Fri.-Mon.)</p> <p>Spring Convention: 23-25 April Graduation Date: 26 April Student Move-Out Date: 27 April</p>	<p><u>Fall II 2019:</u></p> <p>Student Move-In Date: 21 August Semester Orientation: 22-23 August Semester Start Date: 26 August</p> <p>Labor Day: 2 September</p> <p>Fall Convention: 24-26 September Thanksgiving Break: 26 November – 1 December</p> <p>Semester End Date: 13 December Student Move-Out Date: 14 December</p> <p><u>Spring II 2020:</u></p> <p>Student Move-In Date: 11 January Semester Start Date: 13 January</p> <p>Mid-Term Break: 6-9 March (Fri.-Mon.)</p> <p>Spring Convention: 28-30 April Graduation Date: 1 May Student Move-Out Date: 2 May</p>

FINANCIAL OBLIGATIONS

TUITION, ROOM & BOARD, FEE SCHEDULE

Please refer to the ZMI Catalog or website (<http://www.zmi.edu/academics/financial-info/>) for a full schedule of all tuition, room and board, and fees.

TEXTBOOKS

For bookstore purchases and payments, please order online through zcpublishers.com with a local address (ZMI's address may be used for this), and select "Local Pick-up". All textbooks for the semester are to be purchased before the first week of class. Please note, Zion Christian Publishers offers for sale a limited number of Kindle readers pre-loaded with all required Zion textbooks for the two-year course of study.

FINANCIAL ASSISTANCE

Zion Ministerial Institute students are not eligible for FAFSA, PELL, or other U.S. taxpayer subsidized loans and grants. No diploma or transcript can be issued until all accounts are settled in full. Zion Ministerial Institute offers the following tuition discounts.

- Ministerial Discount: Ordained and Licensed Ministers of the Gospel may receive a 10% discount on tuition costs by submitting a copy of their ministerial credentials.
- Missionary Discount: Individuals who are full time missionaries, currently residing on the mission field, may receive a 50% discount on tuition. Documentation will need to be provided by the supporting ministry to verify missionary status.

PAYMENT

Payment in full for the semester is required on the due date of 15 August. Charges are made to the student account in Populi, and payable online by credit or debit card, by mail with personal check, or in person by check or cash. If there is a concern about ability to pay the balance in full, please speak with the Registrar as soon as possible, or by 1 August at the latest.

All payments to Zion Ministerial Institute must be made in U.S. dollars in the form of a check from a USA based bank, money order, or by VISA, MasterCard, or Discover. Please do not send cash.

Students will be charged a \$15.00 fee for any check that is returned due to insufficient funds. Make checks out to Zion Ministerial Institute.

PAYMENT THROUGH POPULI

Students may make a payment online through Populi. To make a payment:

- Log in and click on the "My Profile" tab
- Click on the "Financial" tab

- Click on the “Make a Payment” link on the right hand side of the page to go to a secure payment form where the credit card information may be entered.

A link may also be provided if a third party will be making payment. To send a link:

- Log in and click on the “My Profile” tab
- Click on the “Financial” tab
- Click on the gray link entitled “Someone else paying?” on the right hand side of the page
- A link will appear which may be copied and emailed to another individual who will make payment by credit card. The link expires after 30 days.

REFUND SCHEDULE

All refunds are processed based upon the official withdrawal date stated on the Official Withdrawal Notice. The date of withdrawal is the date the student completes the Official Withdrawal Notice. The student must officially withdraw in writing to the Registrar in order to receive any refund.

Tuition

Tuition is refunded based on the official withdrawal date. Tuition refunds apply for all full-time matriculating and full-time audit students within the first three weeks of the semester on the following schedule:

- 0-7 days into term 75% tuition refund
- 8-14 days into term 50% tuition refund
- 15-21 days into term 25% tuition refund

Room and Board

Refund for Room and Board is based on the official withdrawal date and unused whole weeks.

Fees

Application Fee. The Application Fee is non-refundable, including additional charges for international shipping via DHL incurred by international applicants.

Student Services Fee. The Student Services Fee refund is based on the official withdrawal date.

All matriculating and auditing students are eligible for the refund on the following schedule:

- 0-30 days into term 75% student services fee refund
- 31-60 days into term 50% student services fee refund
- 61-90 days into term 25% student services fee refund

Security Deposit Fee. The amount of this fee reimbursed at the end of the academic year will be determined by the state of the dormitory room upon inspection by a member of the ZMI housekeeping staff. Any damage incurred, beyond standard “wear and tear”, by the student will be deducted from the amount of the Security Deposit Fee paid. (See “Student Facilities” section.)

Graduation Fee. In the event a student is withdrawn and has paid the graduation fee, the entire graduation fee will be refunded.

RESIDENTIAL POLICIES

STANDARD OF CONDUCT & COMMITMENT

Community of Spiritual Mount Zion

The Lord has given a vision to Zion Fellowship, which we desire to instill into our students at Zion Ministerial Institute, to come unto the Mountain of the Lord, to abide in His holy dwelling, before His presence, in spiritual Mount Zion. Psalm 133 describes the atmosphere and community of those who have ascended to spiritual Mount Zion, and that He desires to bring us into at Zion Ministerial Institute:

Behold, how good and how pleasant it is for brethren to dwell together in unity! It is like the precious ointment upon the head, that ran down upon the beard, even Aaron's beard: that went down to the skirts of his garments; As the dew of Hermon, and as the dew that descended upon the mountains of Zion: for there the LORD commanded the blessing, even life for evermore.

The first step for dwelling in unity is that each one of us must accept the *whole* Word of God. Those who dwell in the presence of God are those who are becoming most like the Lord, through loving His Word, His Law, His Commandments, and demonstrating His love toward others. If we do not love *all* His Word, trusting that even the hard sayings are for our ultimate benefit and His good purpose, then we will never be truly united with God or with each other.

The road to unity is difficult, as the points of contention in our lives are revealed and dealt with by the Lord. Unity cannot be achieved without embracing the trials, distresses, and breakings that serve to purify and straighten us, bringing us closer to the Lord and to one another (*Psalms III, Bailey 226*).

Psalm 133 speaks of the precious ointment that anointed the priests in Exodus 30:23-25. These verses give us the key elements of this ointment:

- Myrrh Meekness
- Cinnamon Goodness
- Calamus Gentleness
- Cassia Humility
- Olive Oil Peace

(Song 4:12-14; Gal. 5:22-23; Gen. 8:11; Psalms III, Bailey 226-231)

These are essential qualities that must be developed in our lives in order to flow in unity with the body of Christ. Just as the oil was poured out upon the head of the priest, and ran down all his garments, to his feet, so we have to become covered and saturated with these characteristics of the Lord, until they become part of who we are. When this happens, we will be one with the Lord, and with each other, as Jesus prayed in His High Priestly Prayer of John 17: 3, 20-24.

As we learn to dwell together in unity, having the same mind and heart with God, we are fulfilling the longing of the Father's heart: that He would be made known through our lives, as Christ dwells with us and lives through us.

The Biblical Standard of Zion Ministerial Institute

Returning to the Psalms, the Biblical standard required to ascend Mount Zion and dwell before God's presence can be summed up in Psalms 24 and 15.

Psalms 24 lists the qualifications for those permitted to *ascend* Mount Zion and *stand* in this Holy of Holies.

- 1) Clean hands
- 2) Pure heart
- 3) Not lifted up his soul to vanity
- 4) Not sworn deceitfully

Psalms 15 lists the qualifications of those who are allowed to *abide* or *remain continually* in the presence of the Holy God in spiritual Zion.

- 1) Walks uprightly
- 2) Works righteousness
- 3) Speaks the truth – even in his heart
- 4) Does not backbite
- 5) Does no evil to his neighbor
- 6) Does not take up an offense
- 7) Makes a difference between the vile or profane and the holiness required by God
- 8) Honors those who fear the Lord
- 9) Keeps his word, even when it requires a cost, and does not change
- 10) Does not demand interest, but gives freely
- 11) Does not pervert justice by taking bribes (*Psalms I*, Bailey 62)

God promises that those who live by these 15 precepts will receive the blessing of the Lord, and will remain with Him forever, in spiritual Zion. Nothing can remove them from the presence of God. Therefore, this is the Biblical standard that Zion Ministerial Institute asks of those who live in its community. While none of us is without problems, the Lord sees the heart, and does not judge us according to our failings, but according to the choices we make every day, to submit to His dealing, responding in loving obedience to His every word (Psalm 40).

Thus, with a heart set to delight in obeying the Lord, let us put off whatever would hinder the life of the Spirit of God flowing through us, revealing the love and character of Christ through our daily lives.

Practical Living

Obedience is a major key to receiving the blessing of God in our lives, and working out or establishing our spiritual position and salvation (Phil. 2:12; Heb. 5:9; Col. 3:20, 22). This includes obedience, not only to God's Word, but also to the authorities He places over us, including the State, the home, and the

Church. Romans 13:1-7 establishes clearly God's sovereignty over all aspects of life, and He has established all levels of authority over the lives of His people. For this reason, we need have no fear in obeying the authorities of the land, parents, or pastors, because each are established by God, and He will only use them for good in our lives.

Zion Ministerial Institute submits to the requirements of the government in the running of this school, trusting God to work out His perfect purpose through all situations. Students enrolled in ZMI are also agreeing to live in obedience to the laws of the United States, to obey their parents, and to obey the leadership of Zion Ministerial Institute. While attending ZMI, students are expected to comply with Zion Ministerial Institute leadership, who have the final word in all matters of behavior, relationships, conduct, or correction, which, either directly or indirectly, involve or affect the community at ZMI.

Zion Ministerial Institute reserves the right to discipline or ask a student to withdraw for any reason. Students who choose not to obey the authority of Zion Ministerial Institute leadership, or comply with the statement of faith and standard of conduct may be subject to discipline up to and including dismissal.

Paul explained that if we live in the Spirit, learning to become sensitive to His voice, we will put off everything that is hateful to Him, and learn to be clothed in the character of Christ. In order to embrace these biblical standards in daily living, the Apostle Paul defined the characteristics that we need to put off, in Galatians 5:16-21:

Adultery, fornication, uncleanness, lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, Envyings, murders, drunkenness, revellings, and such like: of the which I tell you before, as I have also told you in time past, that they which do such things shall not inherit the kingdom of God.

Paul continues in verses 22-26, explaining the fruit of the Spirit that allow us to live in unity with both God and each other:

But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, Meekness, temperance: against such there is no law. And they that are Christ's have crucified the flesh with the affections and lusts. If we live in the Spirit, let us also walk in the Spirit. Let us not be desirous of vain glory, provoking one another, envying one another.

Clearly, walking in the Spirit, putting off the works of the flesh, and allowing the fruits of the Spirit to be developed in our lives makes it very clear that certain things will not be tolerated:

Anything that defiles the temple of the Holy Spirit (our bodies), including, but not limited to:

- Illicit use of legal or illegal drugs
- Tobacco in any form
- The use of alcoholic beverages
- Any form of sexual immorality including, but not limited to the following:
 - Pornographic materials
 - Immodest behavior or dress

- Any action or relationship that does not promote chastity among the unmarried, and the sanctity of marriage between one man and one woman
- Dishonesty or deceit in any area of life, including stealing, and academic dishonesty (plagiarism, passing another's work off as your own, cheating, enabling others to cheat, etc.)
- Gossip or any harmful communication that could injure another person; dishonor God, disrespect to personnel of the school, profanity, vulgar or obscene language or actions, etc.
- The use of or participation in any form of rock music, either secular or Christian
- Continued disobedience to the school leadership or the established policies of the school

While these may be obvious violations of God's Word, there are other areas that may not seem as clear cut, and yet must be submitted to the Spirit of God, such as entertainment. While no video (either online, streaming, downloaded, or DVD) is permitted to students during the semester, there are many other forms of entertainment, both during the semester, and at home, that may present temptation. No form of entertainment that defiles the spirit or violates the Ten Commandments or the voice of the Lord speaking to you should be used.

Conclusion

Our desire is that every member of the Zion Ministerial Institute community remembers that our lives reflect upon the Lord, and upon ZMI. Where do our choices take us? What do our decisions show? Are we delighting in entertainment that grieves the Holy Spirit? Are we going into places where the Lord cannot go with us? Are we finding pleasure in things that are hateful to God? These are questions that we must answer before the Lord; for what we choose to fill our time, our minds, our hearts, and our eyes with will determine our course in life and in eternity. We ask that you prayerfully inquire of the Lord what is acceptable in His sight, and pray for the grace to choose His will above what you may be inclined to choose, or even above what you see others around you choosing.

Those who are called to ascend to and dwell in spiritual Mount Zion with the Lord are called out, not only from the world, but even from among those Christians whose standards are conforming to this world, rather than to the standards of God. We must learn, day by day, to desire and seek the Lord, through obedience to His Word and the voice of His Spirit in our lives, that we may abide in the very dwelling place – the home – of the Lord: Mount Zion, His holy hill.

For that reason, we ask each student to commit to this godly standard of living and affirm this in the Enrollment Agreement each Academic Year that we may all seek to ascend and dwell together in unity, in the home of the Lord.

CULTURE OF THE KINGDOM OF GOD

The Kingdom of Heaven is without division. While there is great diversity in God's Kingdom, there is no disharmony or discord. Our purpose at ZMI is to walk in harmony and peace, first with the Spirit, and then with each other, by the grace of God. Jesus Himself, as He was preparing to go to the cross, prayed this for each of us to be made one with the Lord, and one with each other (John 17:20-23).

The Parable of the Vine and Branches from John 15 shows that the way to achieve this unity with Christ and each other is by learning to abide in Christ – the True Vine – through continual communion with

Him and obedience to His Word. The final commandment He left His disciples was to abide in His love through obedience to His Word, maintaining daily communion with Him, and loving others.

Jesus also used this parable to show that there are areas in our lives – good things, and even parts of our own identity – that must be pruned or cut back for a time, in order for the Life of the Spirit to flow more freely, concentrating on the areas of greater fruitfulness that Christ desires to develop in us and present to His Father.

English as the Official Language

One thing the Holy Spirit has quickened in order to bring us into this unity with Himself and each other is to speak in one language. Because language is so intimately linked with its culture, division, segregation, and miscommunication can sometimes occur. Since the primary language of ZMI is English, with all classes and services conducted in English, we feel that it is important to request students to speak only English during their time at ZMI, in order to help avoid divisions among the students, and help establish harmony and oneness among the ZMI community.

Doing so will also show consideration to those students who do not speak English as a first language, and are seeking to gain proficiency by speaking only English.

This is a request rather than a rule. However, we ask that you would prayerfully submit this to the Lord, and make a commitment to honor Him by respecting and abiding by the request of ZMI Administration, to speak only English within the ZMI community while living at ZMI.

ZMI DISCIPLINARY & COUNSELING POLICIES

Christian System of Discipline

Zion Ministerial Institute has established our disciplinary policy with the purpose of creating true disciples of Christ, causing an atmosphere where the Holy Spirit is welcome to dwell, encouraging both spiritual and educational development for our students. We believe that correction administered in the spirit of gentleness, meekness, humility, and love is an important part of demonstrating and developing the character of Christ (Gal. 6:1-2; Col. 3:13-14; 1 Thess. 2:7-8). As well, learning to receive correction is a necessary, healthy, and important part of spiritual and leadership development (Heb. 5:8; Prov. 3:11; Prov. 15:10; 2 Tim. 3:16; Job 5:17; Heb. 12:5,11).

Equally, we believe that discipline and training is a necessary requirement for all who desire to please the Lord, live in godly community and harmony, and ensure that the Kingdom of God is established in our midst (Matt. 18:4; Psa. 119:7; Psa. 119:67; Matt. 5:19; Matt. 7:21). To that end, we believe that the authority structures established by God – government, church, and parents – are for our good. While Zion Ministerial Institute has no intention of usurping authority from the students' parents or local pastors, by enrolling at Zion Ministerial Institute, students have chosen to submit themselves to ZMI's leadership, and are expected to respect and obey that leadership (Heb. 12:7-10; Prov. 29:10).

Therefore, students are subject to Zion Ministerial Institute jurisdiction while enrolled at or living on ZMI's campus. ZMI reserves the right to take disciplinary action against any student whose conduct, in the opinion of Zion Ministerial Institute, has violated the standard of conduct, or has not been in the

best interest of the student, other students, or ZMI. All ZMI students are expected to abide by the ZMI standard of conduct, and all ZMI rules, regulations, and policies (see ZMI Student Handbook). Appropriate disciplinary action will be taken against any student found to be in violation of the standard of conduct, rules, regulations, or policies of ZMI, up to and including suspension and/or expulsion.

The purposes of discipline are manifold: (1) to protect the community of Christ from the infiltration of sin (1 Cor. 5:5-8; 1 Cor. 15:33); (2) to produce godly sorrow and bring the individual to repentance (Luke 5:32; 2 Cor. 7:10; Rom. 2:4); (3) to deliver from sin, showing fruits of repentance, and establish in the pathway of righteousness (Matt. 3:8; 2 Cor. 7:9); (4) to cause the individual to acknowledge the wrongdoing, as well as the consequences and judgment for the wrongdoing (Psa. 41:4; Psa. 51:4; Psa. 32:5; Hos. 5:15); (5) and to restore, after true repentance, to fellowship and right standing (2 Tim. 2:25; 1 John 1:6-7).

Just as individuals vary in needs and temperament, we recognize that Scripture teaches to tailor the discipline to the individual and the seriousness of the violation, warning some strongly, entreating others softly and with encouragement, but approaching all in meekness and humility, remembering the mercy and grace that has been shown to us (Matt. 6:14-15; Jude 1:23; 1 Thess. 5:14-15). We should always seek to restore, where there has been true repentance, which is shown by wholehearted acknowledgement of wrongdoing, godly sorrow for sin, and a turning away from sin, accepting all judgment and consequences in true humility (Gal. 6:1; Matt. 6:15; Luke 17:3; 2 Cor. 2:7).

Therefore, one or more of the following measures may be taken with an errant student, as deemed necessary and appropriate by the leadership of Zion Ministerial Institute:

- **Warning** - A statement of the regulation with an official warning and expectations concerning future behavior.
- **Probation** - A status allowing the student to remain on campus with particular conditions specified.
- **Suspension** - An involuntary separation of the student from Zion Ministerial Institute for a specified length of time determined by the Chancellor.
- **Withdrawal** - The student is permitted to withdraw without privilege of returning until a time specified by the Chancellor.
- **Expulsion** – An involuntary and permanent separation of the student from the Institute with an appropriate notation on the student’s record of the reasons for such termination. For additional information on disciplinary procedures and the appeal process, contact the Vice Chancellor’s Office.

Christian Counseling Policy

As previously stated, Zion Ministerial Institute reserves the right to offer discipline and correction in a student’s life, to help students to overcome in areas of weakness or struggle, and submit to the authority God has placed over their lives. However, the purpose of Zion Ministerial Institute is to raise up those who are called of God to be leaders and ministers in His Church.

For this reason, ZMI desires to establish godly principles and boundaries in the counseling of students. The leadership of ZMI is not to take the place of or usurp the authority of the pastoral leadership in the students’ home churches. Rather, the desire of the Academic, Administrative, and Pastoral Staff, as well

as the Instructors, is to encourage students to keep open lines of communication with their own pastors, seeking the Lord for direction and guidance under the covering of their home church authority.

If a student desires to involve any member of leadership from ZMI in a matter of spiritual counsel for God's direction and guidance, we ask that the student first ask permission from the student's home pastor, and determine if the home pastor would like to share this responsibility with the ZMI leadership.

CLOTHING

It is required that students dress properly at all times, always maintaining a high standard of propriety and excellence in character.

Modesty

The modern styles are changing, but our modest standards should remain the same. All clothing, whether in class, work duties, recreational times or simple casual wear should cover the body modestly. Do a self-check to make sure nothing "shows" when you move around or bend over. We want to consider others when we dress. The standard should be to direct all eyes to Christ, not to ourselves.

Dormitory Attire

Students are required to be fully dressed or modestly robed in dorm hallways. If not wearing shoes, please wear slippers or socks in dorm hallways. Do not go barefooted.

Formal Dress

The formal dress code is in effect for all ZMI classes, student chapel, and Mount Zion Church services (please refer to Orientation guidelines for Kids' Church). Students should look neat and proper at all times.

Ladies. Formal dress for ladies is a *modest* long dress, or long skirt and blouse. If the dress or skirt has a slit, it must not go above knee level when sitting. Length should cover the knees when sitting. During the colder months we suggest nylons or tights to keep warm. Necklines should be high. No sleeveless dresses.

Gentlemen. Formal dress for men is dress pants, a button-up dress shirt, belt, necktie, and a pair of matching socks. Please, no white socks with formal dress. Suits and sport coats are encouraged.

Recreational/Active Wear

When students are not in class or services, they are free to dress casually. Students should dress appropriately for work, recreation, and evening fellowship times.

- **Shorts:** Loose-fitting, No spandex. Preferred length is touching the top part of the knee when standing.
- **Pants:** Loose-fitting made of knit sweat, parachute or heavy polyester material. No spandex.
- **Shirt:** Loose-fitting T-shirt and/or sweatshirt. Must be **long enough** to stay tucked in or modestly cover during activities.
- Crew **socks**, a pair of gym **shoes** in good condition with laces tied.

- **No** tank tops, sleeveless shirts, spandex tights or clothing with holes or tears. Clothing must not become revealing at any time during recreational activities.

COURTING & ROMANTIC RELATIONSHIPS

Because of the intense, immersive training program at ZMI, becoming involved in a romantic relationship during this time may divide students' focus and ability to fully engage in the opportunities and studies provided through ZMI. We would ask students to prayerfully consider dedicating these two years to the Lord, making Him their only focus and commitment, and purposing not to pursue a romantic relationship during this time.

ZMI is a small, close-knit community. Therefore, the hazards of a romantic relationship with another resident of the ZMI facilities (whether staff, student, or resident) are greatly increased. For this reason, students are not permitted to pursue or engage in any relationship with romantic interest and intent with another resident of ZMI.

Our purpose in this is to protect everyone involved, including the community of ZMI as a whole, and enable each other to maintain pure relationships that honor the Lord by putting Him first and respecting the guidelines laid down by ZMI Administration.

Fellowship Guidelines

We desire to help students develop godly, pure, and balanced relationships with others (Phil. 2:3-5, 14-15). With this in mind, we encourage students to use the common rooms and ZMI classroom for fellowship and study. To help keep you safe and to help maintain pure and godly friendships that honor the Lord and are a good testimony to others, two students of the opposite sex may not be alone in any of the rooms at any time, except public areas such as the dining hall.

Except for married couples, students of the opposite sex may have **no electronic communication** with each other while enrolled and living at ZMI (including, but not limited to text, call, Skype, WhatsApp, Snapchat, Facebook, or any other social media communication).

Additionally, except for married couples, students of the opposite sex should have no physical contact (1 Cor. 7:1).

We ask that you prayerfully consider this matter of obedience and choose to submit this to the Lord, making a commitment to honor Him by obeying and submitting to what is asked of you here at ZMI.

STUDENT FACILITIES

DORMS

Housing

Resident housing is available on a first come first served basis. Dorm rooms are assigned by Housekeeping. All students are to store all possessions in their own rooms. No additional storage space is available on campus. Pets are not permitted.

U.S. and Canadian students must supply their own linens, blankets, pillows, and towels, if arriving by car. These items, however, are provided for students coming from long distances, and arriving by air.

Single Residents. Housing is in dormitory style. Each room provides a sink, bed, workspace, dresser or shelving, and closet. Students are required to keep their rooms clean. Rooms are subject to periodic inspections.

Ample communal bathrooms and shower rooms are provided on each floor. Students must keep their own dormitory bathrooms and showers clean. Housekeeping will post a cleaning schedule in each dorm. Please leave bathroom and shower areas clean and free of clutter. Bathrooms will be inspected periodically.

Dorm phones are provided for incoming calls; outgoing calls may be made using 1-800 calling cards only.

Married Residents. A limited number of married student rooms are available. Each room provides a double bed or two single beds, bathroom, closet, dresser, work space, and sofa.

Family Residents. Housing availability for married students with children is determined on a case-by-case basis.

Maintenance

Dorm room furniture. All items assigned to that dorm room by Housekeeping must be kept in that dorm room. No items may be removed, stored in other rooms, or otherwise disposed of. If an item is not required or desired to be left out, it must be stored in that dorm room's closet.

No items from anywhere else in the building may be brought in to the dorm room without express permission from Housekeeping.

Any damaged (including odors) or stained furniture, fixtures, or linens belonging to ZMI will be assessed by Housekeeping, and may result in reduced or no reimbursement of the security deposit. Irons may only be used with an ironing board, and not on any other surface.

Personal Décor. Students are permitted to bring personal pictures/posters to hang in dorm rooms. However, students must use only **Command Tabs® & Command Hooks®** to hang on or adhere anything to walls, doors, or furniture.

All personal décor should reflect the values of Christian faith, and adhere to the Standard of Conduct and Commitment. Rooms may be subject to periodic inspection throughout the semester. Any décor deemed inappropriate or not in harmony with the atmosphere at ZMI must be removed.

Food and Beverage. Students are permitted to have food and beverages in dorm rooms; however all food items must be kept in tight-sealing containers to avoid attracting rodents. Any stains or damage to the room or furniture will result in reduced or no reimbursement of the security deposit fee. This may include pest infestation or odors due to improper cleanliness.

No major appliances other than a dorm size refrigerator, microwave, toaster, and coffee maker may be used in student housing. No hotplates, toaster ovens, electric frying pans, or other such utensils are to be used in student housing facilities.

Please eat all cafeteria meals in the cafeteria. School meals are not permitted in student dorm rooms.

Items belonging to the school, such as silverware, mugs, plates, etc. must be rinsed and returned to the ZMI kitchen as soon as possible.

All personal mugs, cups, dishes, utensils, and any other food items are the responsibility of the student, and must be washed and stored in the student's dorm room. Personal items may not be left in the kitchen for others to wash.

Housing & Student Departure During Semester Breaks

Housing During Semester Breaks. Students are not permitted to stay on campus during breaks unless expressly approved by the Chancellor. Students are requested to leave within two days of the semester's completion and asked not to return until the Saturday before the next semester starts. Students who receive permission to stay over semester breaks may be charged room and board, or arrangements may be made to work for room and board.

Departure During Semester Breaks. Over the summer break, students are required to remove all personal possessions from Zion Ministerial Institute at the time of departure. Zion Ministerial Institute will not assume responsibility for students' personal items left on campus. Any personal items left will be considered as donations to ZMI, and will be removed or redistributed at ZMI's discretion.

Security Deposit. The security deposit of US\$250.00 per occupant is due by 15 August with all other fees. This security deposit may be refundable (in whole or in part) based on the condition of the room at the time of the student's departure.

At the end of the Spring Semester (or prior to departure, if a student withdraws from enrollment), all students are required to complete a Dormitory Departure Checklist to ensure the dorm room is clean and has not been damaged beyond normal wear and tear. This checklist must be signed and dated by the student, and left on the clean bed.

After the student's departure, a Housekeeping staff member will review and evaluate the dorm room, according to the Departure Security Deposit Checklist to assess the amount of the security deposit eligible for reimbursement. This checklist will determine the amount (if any) of the security deposit

returned to the student at the end of the academic year, or after moving out. Students will usually receive any eligible reimbursement within 45 days of departure.

PUBLIC ROOMS & FACILITIES

Common Rooms

No food or drink may be taken into carpeted areas, other than the dining room.

Students are encouraged to have times of fellowship together in common/public spaces. However, while students are permitted to study in the dining hall or common rooms, these spaces are not to be co-ed study groups. In other words, either guys or girls may use a common space for study, but may not use the same area to study in a mixed group of guys and girls together.

We strongly encourage students to study in the quiet of their rooms, to maximize focus and productivity. If a group of students (guys or girls) decide to study together in the same space, it should be quiet and focused, not a time for chatting and fellowshiping.

Instruments, Music, and Noise

The Blue Common Room piano and the ZMI classroom piano and keyboard are available for practicing between 8 A.M. and 8 P.M. every day. The instruments and equipment in the main sanctuary are off limits unless given express permission from the music director.

Personal instruments (such as but not limited to guitar or violin) may be used in dorm rooms, but may not be used during mandatory study hours (Mondays & Tuesdays, 6:30pm-9:00pm) or during quiet hours (10:00pm – 7:00am, daily).

Please keep in mind that all dorm rooms may have neighbors, either on the same floor, or on the floors above or below. Because sound travels clearly throughout the building, music (whether recorded, personal singing, or instruments), conversation, and other noise is required to be kept to a reasonable level, and quiet hours must be observed.

ZMI Classroom

The ZMI classroom is located on the first floor of the main building, by the kitchen. This classroom is used for all ZMI courses, as well as ZMI Chapel.

Student Desk Area. Students have assigned seating in the classroom. Please keep the student name card on the desk for the benefit of the Instructors. Because the classroom is also used for other purposes, students should remove personal valuables from the classroom daily. Desk drawers may not be locked.

Beverages are allowed in class. Beverage containers shall be removed from the classroom daily. No food items are allowed during class periods.

Computers and wireless devices in class. Students are required to use a computer for taking notes in class. When class or chapel is **not** in session, students may access the available wireless network. During class, computers may only be used for taking notes. No entertainment, electronic communication, or social media of any kind may be used during class time. Wireless devices and cell phones are prohibited

during class sessions. No recording devices are to be used during class. Skype (or other social/communication apps) may be used **only** with permission to allow a student who is absent for illness to attend the lecture.

Wireless Printer. A wireless printer has been provided for student use to print documents related to ZMI, including chapel messages and song lists. Documents printed for personal use cost US\$0.10 per page, to be paid in the Middle Office “copy tin”.

Laundry Room

The laundry room is open to students in the afternoons and evenings, Monday through Friday, and open to all residents, all day Saturday. The laundry facilities are closed on Sundays. Ladies’ laundry days are Monday, Wednesday, and Friday. Men’s laundry days are Tuesday and Thursday. Please pay 50¢ for each wash load and 50¢ for each dryer load.

Be mindful to remove laundry promptly when cycles are completed, and remove all personal laundry from the laundry room by the end of the same day.



Please purchase **High Efficiency** laundry products. We have HE machines which cannot use conventional detergents. Please label all personal laundry supplies kept in the laundry room. Items not labeled will be used for housekeeping.

Library

Books may be checked out on the honor system, and must be returned by the end of each semester.

Cars & Parking

Students are permitted to have one car per student on campus. They should be parked in the front parking lot only. No student parking is allowed in the back loading dock area, the upper pick-up area in the front of the building, or in the Zion Academy parking lot.

ROOMS OFF LIMITS TO STUDENTS

Offices

All offices are off limits to students unless an appointment is made, or the student is performing office duties. Please request appointments in person or by email with staff members, including ZMI staff, well in advance in order not to distract staff from other responsibilities.

Kitchen

The kitchen and cooler are off limits to students except when performing a duty.

The student refrigerator is located by the back loading dock where students may store their food items. Students are responsible to label and clear out their own food items before the expiration date. All items without names or that are not properly sealed will be disposed of.

At times, extra food items will be available on the snack table, located just inside the kitchen, where students may help themselves.

Storage Areas

Storage rooms and the basement are off limits to students unless they are on duty or accompanied by a staff member, except for the library.

Zion Academy

Both floors of the Zion Academy building are off limits to students at all times. When Zion Academy is in session from 8 AM—3 PM, please do not use the playground area or the Garden of Peace.

EMERGENCY ATTENTION SYSTEM

In the event of an emergency, please proceed to the designated areas listed on the emergency instructions posted on the dormitory doors. An electric bell, located by the kitchen, is used for signaling attention, meals, and emergencies. No unauthorized use of the bell system is permitted.

One (1) ring : Attention.

Two (2) rings: Meal Is Served.

Three (3) rings: Emergency – leave the building immediately.

STUDENT LIVING

TIME MANAGEMENT

The desire of Zion Ministerial Institute is to impart excellence in all areas of the student's life, especially in character, time management, responsibility, and relationships.

ZMI's aim is to prepare students for the ministry. While the ministry is service to God, it is also caring for people. Our desire, as the leadership, instructors, and staff at ZMI, is to prepare students for the many demands, deadlines, and difficulties that come with ministry. Those who embrace the call of God upon their lives will have to deal with people, authority structures, labor, financial crises, and many other situations that will require the wisdom, knowledge, grace, and provision of God. Thus, this intensive, immersive program of study at ZMI is designed to equip students

- To rightly divide the Word of God
- To develop a relationship and discipline of daily seeking God for His will, and committing their way to the Lord
- To be financially upright and responsible, a wise steward of the resources God entrusts them with, while learning a holy dependence upon Him for all that is necessary
- To develop excellence in their studies and communication, being able to clearly explain the hidden truths of God's Word
- To learn obedience and faithfulness to the standards and guidelines that are put in place to help and guard them
- To learn to work under deadlines and manage time wisely, counting time as a resource given by God to accomplish His will
- To this end, Zion Ministerial Institute has implemented policies to aid students in developing these godly and necessary qualities, skills, and disciplines.

Devotions

One of the main reasons for coming to ZMI is to establish a strong, daily, personal relationship with Jesus through prayer, Bible reading, and personal praise and worship. One way this is accomplished is by learning to spend time every day in His Presence, not only bringing Him your needs, but learning to listen in stillness to His soft voice, offer Him personal praise and worship, and feed upon His Word.

For many students, this may be a new discipline, and as such, it will take time and perseverance to establish. We encourage you to begin with committing to manageable times of prayer and Bible reading. The early morning hours, as well as evening hours, can be very special times with the Lord. By beginning your day with the Lord, and committing your way to Him, you have the opportunity to receive peace, wisdom, and guidance for the day.

We have provided a Bible reading plan that will take you through the whole Bible in a year, by reading for about 15-20 minutes a day.

While you may not remember every detail of all the classes in years to come, the results of setting aside time to meet with the Lord every day, of reading His Word and coming before His throne in prayer and

waiting upon Him, will keep you and bear fruit for the rest of your life – and for eternity.

Church Services and Prayer

Students are required to attend all scheduled services at Mount Zion Church, including Adult Sunday school, and mid-week corporate prayer meetings. The Wednesday evening Life Group for ZMI students will be led by Pastor Tucker. Residential students must request permission to miss any service or weekday prayer meeting.

Study Time

ZMI is a very brief, intense training program, during which time management is essential to reap the full benefits of the classes. Students are encouraged to take advantage of this time in ZMI to devote themselves to study (2 Tim. 2:15). To assist students with managing their study time, we have provided scheduled and mandatory study times on Monday and Tuesday evenings from 6:30pm – 9:00pm.

Duties

Students are asked to serve in different ways throughout the semester. This is an opportunity to learn valuable lessons that will stand students in good stead throughout life and ministry. Resident students are assigned duties at the beginning of each term. Duties are posted on the student bulletin board in the ZMI classroom. The appropriate staff will discuss work duties with the students during orientation. Students should be conscientious of their duties at all times.

If a student is unable to perform their duties due to illness they should make arrangements for another student to cover their duties. If a student is not on time to perform his duties, please have a staff member locate them.

Electronic Devices During Duties. If working alone inside the building, students are permitted to use electronic devices, as long as this does not interfere with their performance of these duties, endanger the safety of the student or others, or impair effective and respectful communication with others. If this becomes a problem, the student may be asked to stop using the device.

If working outside the building on any type of duty or work, students are not permitted to use earbuds or electronic devices, as this could jeopardize the safety of the student and others.

Kitchen Duties. All assigned kitchen duties shall be completed immediately following the meal or as determined by the kitchen staff. Dish put-away must be done as soon as the dishes have dried and no later. This includes silverware, cups, and pots and pans.

Electronic Devices & Entertainment

With wireless access to the internet, cell phones, entertainment, Mp3 players, etc., any of us can become easily distracted. Using temperance and self-control, determine to keep your heart in check when considering how much time is spent on activities with little value.

In order to help develop a pure and wholehearted relationship with God, many distractions need to be pruned. To assist with this, students are not permitted to watch any videos, either online, downloaded, or on DVD.

Students should use discretion concerning the music they listen to. Rock music, whether secular or “Christian,” is not permitted. Gambling, fantasy/role-playing, and all electronic games (including video games) are not allowed.

Students are encouraged to keep a good balance of devotions, study, exercise, time outdoors, fellowship, and adequate sleep.

Meals

All breakfasts, Monday—Friday, will be self-serve, and may not be taken to class. Breakfast foods will be available in the Student Pantry & Prep area, next to the ZMI Kitchen.

Meal times begin with two rings of the bell, and food is put away 20-25 minutes from that time. We are unable to take special requests for food items at any time. Because of Life Groups on Wednesdays, the usual self-serve breakfast, and a large mid-day meal will be served, with sandwiches served at 5:00pm.

If students do not wish to eat or will be going out, they should notify the cook by “signing out” on the board in the kitchen, Monday – Friday, **before 9:00 A.M. for lunches**, and **before 1:00 P.M. for dinners**. (Please see section on “Weekends” for additional information.)

If “signing out” and you are on a kitchen duty, please make arrangements to have another student cover your kitchen duty while you are away. Kitchen duties must be done at the scheduled time—not postponed for a later time.

Fasting. We encourage students and staff alike to seek the Lord, and to fast and pray. Fasting is voluntary and should be in obedience to the Lord’s leading, or for the purpose of earnestly and humbly seeking God during a specific period. Occasionally there may be days designated as *voluntary* fasting (but not mandatory). If students desire to fast, they must sign out in the kitchen.

Activity Times

Thursdays, 6:30pm—9:00pm, will be structured student activities, ping pong, or games. Students will take turns in organizing the activity nights. Fellowship with the Body of Christ – and the student body – is also very important to maintain a healthy and balanced life. Occasionally, additional activities will be planned. If students must be absent from recreation time, they must first obtain permission from the administrator. We also encourage the students to take advantage of the paths and walkways, or the exercise room on the second floor, for daily exercise.

Exercise & Safety

Students are strongly encouraged to use the equipment in the exercise rooms, rooms 214 & 215 on the second floor, immediately across from the main stairwell, or to walk in the sanctuary or around the courtyard, several times a week.

Students are also encouraged to enjoy the outdoors for running, walking, studying, and relaxation. Male students may walk on the campus as they wish, but are not to leave Zion’s property on foot. A female student seeking to go for a walk alone may only go as far as the top of the first curve of the road. However, if a female student is accompanied by two or more other students, girls may walk the hill as

desired, but may not leave Zion’s property on foot. Female students are not permitted to walk outside after dark. Ladies, please note that this is for your safety and protection.

Guests

Students must obtain permission before inviting guests to stay at ZMI, by going through Hannah Schrock. If permission is granted, students are responsible for notifying Housekeeping of the dates/times of arrival, meals, and departure of guests. The visitor fees for accommodation and meals are available from Housekeeping and payable to the Business Office. *Specific permission to sit in on classes must be obtained*, and visitors will be responsible to pay the class fee of \$10 per day to the business office.

The students will be responsible for hosting their own guests and for acquainting them with ZMI guidelines. At no time are ladies permitted on men’s floors, nor men permitted on ladies’ floors. This includes visitors. Children are not allowed in student dorms without an adult or permission.

Working off-campus

Due to the rigorous schedule for ZMI students, working off-campus is discouraged. Any student desiring to work off-campus must discuss this with the Chancellor prior to arrival for the semester.

CURFEW

Students must adhere to the ZMI curfew schedule and return to dorm rooms at the specified time. During quiet hours there should be no loud music (or instruments), conversations, or other noise.

Sunday – Thursday	Friday & Saturday	Daily Quiet Hours
Dorm Floor: 9:30pm Lights Out: 11:00pm	Dorm Floor: 11:00pm Lights Out: 12:00am	All Floors: 10:00pm – 7:00am

Sign-Out/Sign-In

The **Sign-Out/Sign-In sheet** is beside the phone in the cafeteria. Students must sign out when leaving the building at any time. When coming back from being out, students must sign back in.

Students need to request permission from the Chancellor or Vice Chancellor if planning to travel beyond Elmira or Binghamton.

WEEKENDS

Students are free to do as they wish on weekends, but must remember they represent Zion Ministerial Institute at all times. Students may go out on Sundays if necessary, but are encouraged to stay in an attitude of prayer during the day and prepare their hearts for services. On Sunday afternoons, we observe quiet hours in consideration of those who may be resting during this time.

Weekend Meals

Please be mindful of the weekend meal schedule. On the weekends, please give the kitchen one full day’s notice if you will not be eating.

Outstations & Work Duties

Outstations are occasionally assigned over weekends. Students must ensure that their weekend duties are covered if scheduled for an outstation, or must be away for any other reason.

Zion Ministerial Institute

WAVERLY CAMPUS

Student Handbook 2018-2019



Waverly, New York, USA

Zion Ministerial Institute Student Handbook

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ABOUT ZMI

VISION

This is the vision of Zion, to know and delight the heart of our Heavenly Bridegroom through wholehearted, joyful obedience motivated by a single, undivided love for and loyalty to Him.

King David summed up this longing: “One thing have I desired of the LORD, that will I seek after; that I may dwell in the house of the LORD all the days of my life, to behold the beauty of the LORD, and to enquire in his temple” (Psa. 27:4). If this is also our heart, then He will be faithful to bring us, day by day, decision by decision, to the place where we can declare, “Then said I, Lo, I come: in the volume of the book it is written of me, I delight to do thy will, O my God: yea, thy law is within my heart” (Psa. 40:7-8).

PURPOSE

Our purpose is to prepare Christian leaders to be used by God. Our desire is to cultivate godly character within our students and equip them with the necessary tools to maximize their abilities so that they bring forth lasting fruit for the kingdom of God. We seek to prepare our students in three main areas: character, ability, and productivity. Our curriculum offers in-depth courses that are not only theologically sound and Bible-based, but are also anointed and life transforming. The theme verse of Zion Ministerial Institute is John 8:32, where Jesus declared, “Ye shall know the truth and the truth shall make you free.”

STATEMENT OF FAITH

Zion Fellowship accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the following fundamental tenets of faith:

1. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit, who is the Maker and Preserver of all things visible and invisible.
2. We believe in the deity of the Lord Jesus Christ: that Jesus existed eternally with the Father, became Man by the miracle of the incarnation, in no degree ceasing to be God. He is co-Creator of the world and man, the only Savior, and coming Judge.
3. We believe the whole canon of Scripture (both Old and New Testaments), as originally given, to be the inspired and authoritative Word of God, of supreme and final authority in all that it teaches and declares.
4. We believe that all men are lost apart from the saving grace of our Lord Jesus Christ; that sin is cleansed only through personal repentance and faith in the precious blood of the Lord Jesus Christ; that water baptism by immersion should follow receiving Christ as Lord and Savior.

5. We believe that God is well able to preserve us and keep us from falling and to present us faultless before the presence of His glory. However, we can still choose our ways rather than God's and reject the grace of God, losing our eternal salvation. We must continue to walk in the truth.
6. We believe that the redemptive work of Christ on the cross provides healing for the body as well as for the mind, soul, and spirit of man. Christ has an answer for every problem of man, physical or spiritual.
7. We believe that miracles and the gifts of the Spirit are available to the Church today for the edifying and perfecting of its members.
8. We believe that God will visit His Church in the last days and bring multitudes into the Kingdom, preparing us for Christ's Second Coming.
9. We believe that the baptism of the Holy Spirit, as evidenced by speaking in other tongues according to Acts 2:4, is promised to all who desire it, ask for it, and obey God.
10. We believe that everyone will be resurrected (saved and unsaved) and will give an account to the great Judge, whose judgment is final and eternal.
11. We believe that the term "marriage" has only one meaning and that is marriage as a holy institution set forth by God in His Word. Marriage is a covenant relationship between one man and one woman in a single, exclusive union for life, and it is to be a representation of the relationship between Christ and His Church. Any other definition of marriage is contrary to Scripture and to the will of God (Gen. 1:27; Heb. 13:4).

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's biological sex or to otherwise act upon any disagreement with one's biological sex, is sinful and offensive to God.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of the Church.

We believe that marriage is a covenant relationship established by God. We believe that whether the parties are saved or unsaved at the time of marriage, the only situation where it is right to remarry is when one's former spouse has passed away (Rom. 7:2-3). In all other situations, divorce and remarriage to another person is contrary to God's will and purposes.

12. We believe that man should live according to the moral standards set forth in Scripture. This includes: living a holy life; being full of love, joy, peace, longsuffering, gentleness, goodness, faith,

meeekness, and temperance (Gal. 5:22-23). Therefore, we are opposed to: adultery, fornication, uncleanness (including sodomy, lesbianism, bisexuality, bestiality, incest, pornography, and other forms of moral impurity), lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, envyings, murders (including abortion and euthanasia), drunkenness, and revellings (Gal. 5: 19-21; 2 Tim. 3:1-6).

13. We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home; 2) the Church; 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and are governed by His Word.
14. We believe that every Christian, as a steward of the portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully for the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a person has no right to direct the use of the tithe or offering once the gift has been given.
15. We believe that God desires to plant an onward vision within His people, giving us focus and purpose in life. Our vision is reflected in our name – Zion. In the Bible, God spoke of Zion as His dwelling place (Ps. 132:13; Ps 87:2). Therefore, going beyond having right doctrine, an upright life, ministry or good works, our ultimate goal is to have a wholehearted desire and love for the Lord. This will cause us to desire to seek Him, to behold His beauty, to learn to make His presence our home, to win Him and delight His heart (Ps. 24; Ps. 15; Rev.14:1-5, Ps. 27:4, Phil. 3:8).

The vision of Zion is also a progressive vision--having an ever-increasing relationship with Christ, our Heavenly Bridegroom (Heb. 12:22). As we learn to make Christ our one and only desire, and obey Him in all things (Ps. 40:8), He changes us in our spiritual journey so that we qualify to dwell with Him in spiritual Zion.

16. The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

SECTION 2. OTHER MATTERS RELATED TO THE STATEMENT OF FAITH

1. For the purposes of church doctrine, practice, policy, and discipline, our Board of Trustees is the fellowship's final interpretive authority on the Bible's meaning and application.
2. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: members of Zion Fellowship, those employed by Zion Fellowship in any capacity, and who serve as volunteers, should abide by and agree to our statement of faith and conduct themselves accordingly.

In particular, Zion Fellowship pastors shall not solemnize any marriages that are contrary to our Statement of Faith.

3. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: Zion Fellowship's facilities or assets may not be used to condone or allow any activity that is contrary to Scripture or our Statement of Faith.

Scripture is abundantly clear on God's position concerning homosexuality, transgender, and sexual immorality, as explained in our Statement of Faith. Therefore, Zion Fellowship and Zion Ministerial Institute must uphold God's standards at all times, and will not at any time hire or retain any employee, student, or volunteer who engages in or condones any of these practices.

ZMI CHRISTIAN SYSTEM OF EDUCATION

Zion Ministerial Institute is dedicated to teaching the truth of God's Word, which renews the mind and transforms the heart. God's Word clearly states that the fear of the Lord is the beginning of wisdom, and it is from this biblical basis that Zion Ministerial Institute teaches all subjects. Education is not just teaching that influences the mind, but it also influences the life of each student. It has been said, "Doctrine will determine your destiny."

As such, Zion Ministerial Institute seeks to provide an excellent biblical and ministerial education that honors the Lord, and leads students in the pathway of God to a destiny that glorifies His holy name. This we do by training and equipping the next generation of Christian leaders for a life of service to their Savior, homes, churches, ministries, vocations and communities. Our fervent prayer is that God will keep this Institute true and faithful to His ways and His leading, as well as use this Institute to prepare many to live a life that is devoted to His call.

ZMI CHRISTIAN SYSTEM OF CURRICULUM

The Word of God is the foundation of all that we do and all that we are. Therefore, it is essential for all God's people, but especially for those called to be leaders and ministers of the Gospel, to learn how to study and interpret Scripture: "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" (2 Tim. 2:15).

The word "curriculum" in the Latin refers to a course that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum we seek to place a vision and goal before our students of being transformed into the image of Christ and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. This is the goal of our curriculum.

Zion Ministerial Institute is not concerned with studying the theory, philosophy, or principles of the Christian life. Rather, we approach study of the Word of God as a life changing experience: "For the word of God is quick, and powerful, and sharper than any two-edged sword, piercing even to the dividing asunder of soul and spirit, and of the joints and marrow, and is a discernor of the thoughts and intents of the heart" (Heb. 4:12).

The foundation of interpreting and understanding the Word of God is having a pure heart towards God, of obeying His Word, and submitting to His will. This lays the foundation for the study, interpretation, and application of the Scriptures to real and personal life, not only for ourselves, but also to the nations.

The Bible is the mirror in which our hearts, thoughts, and intents are revealed (James 1:23). The Holy Spirit searches the deep things of God, and leads us into all Truth. As our hearts are revealed through the Word of God, the Holy Spirit brings our lives into line with His standards and will (I Cor. 2:9-11; John 16:13).

Therefore, studying and conforming to the Word of God is an ongoing process in our progressive vision to win Christ and be transformed into His image: "Now the Lord is that Spirit: and where the Spirit of the Lord is, there is liberty. But we all, with open face beholding as in a glass the glory of the Lord, are changed into the same image from glory to glory, even as by the Spirit of the Lord" (II Cor. 3:17-18).

ZMI CHRISTIAN VALUES SYSTEM OF RESIDENTIAL CULTURE

The purpose of the Zion Ministerial Institute Residential Program is to allow the truths and principles learned in class to be applied to our students' character in their daily lives, view of God, treatment of others, thought life, attitudes, obedience, humility, and faithfulness. There are many distractions and temptations in life that seek to draw one into the world, and conform one to its culture.

However, we are called to be set apart from the culture of this world, strangers in our land, and to become citizens of the Kingdom of God, embracing Christ's culture (I Pet. 1:17-18; Psa. 39:12). For this reason, we seek to prune all distractions from student life to allow students to focus, through the intense training, on making Christ the Solid Rock, Foundation, and Chief Cornerstone of their lives, measuring all things by Him and the culture of His Kingdom, learning to live a yielded, set apart, and poured out life to Him.

ACCREDITATION & AFFILIATION

Zion Ministerial Institute is not currently seeking regional or private accreditation. The academic focus of regional accreditation does not correlate with the purpose of Zion Ministerial Institute's ministerial curriculum.

In August of 2004, Zion Ministerial Institute was granted Affiliate Status with ABHE, the Association of Biblical Higher Education, located in Orlando, Florida.

STATUS

Zion Ministerial Institute is a private, residential, co-educational, post-secondary Christian school, owned and operated by Zion Fellowship, Incorporated in the state of New York, in the United States of America. Zion Ministerial Institute holds a state charter classified under section 52.22(b) of the New York State Department of Education, which authorizes vocational instruction in the field of religion. Zion Ministerial Institute is authorized by the State of New York to grant certificates and diplomas of completion in the area of ministerial training. Zion Ministerial Institute does not seek or accept federal or state funding.

ADMINISTRATION

Zion Ministerial Institute is governed foremost by the Lord Jesus Christ and by the guidance, wisdom, and anointing of the Holy Spirit. The Chancellor and Vice Chancellor seek to lead ZMI in obedience to the Lord.

The following is a list of the principal staff who handles the administrative duties at ZMI.

Rev. Robert Tucker, Sr., *Chancellor*
M.A., Regent University
B.Th., Zion Ministerial Institute, NM
Dip.Min., Elim Bible Institute

Rev. David Wallis, *Vice Chancellor*
B.S., Auckland University
Min. Dev. Cert., Faith Bible College

Elizabeth Humphreys, *Admissions & Registrar, Bursar*
Course Evaluation Administrator
*M.T.S., Zion Christian University
B.S., Roberts Wesleyan College
B.Th., Zion University
Dip. Min., Zion Ministerial Institute, NY

Josiah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Leah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Rebecca Blodgett, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Denise Miller, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Hilary Sigsby, *Course Evaluator*
M.T.S., Zion Christian University
B.F.A., Wayne State University
Dip. Min., Zion Ministerial Institute, Waverly

Leslie Sigsby, *Course Evaluator*
M.Ed., Wayne State University
B.S., Wayne State University

**Indicates a Candidate for*

ADMINISTRATIVE RESPONSIBILITIES

Chancellor: Rev. Robert Tucker, Sr., with the Vice Chancellor, Rev. David Wallis, oversees all aspects of ZMI and makes all the major decisions regarding ZMI.

Vice Chancellor: Rev. David Wallis is responsible for providing direction and leadership in accordance with that set in place by the Chancellor, in the absence of the Chancellor.

Registrar: Elizabeth Humphreys is responsible for maintaining accurate, secure academic records for former and current students. The basic responsibilities of the Registrar are to initiate and manage academic processes including, but not limited to, registration, academic standing, readmission, grading, and graduation; provide transcript service for current and former students; evaluate and articulate transcripts from other schools; and establish (in consultation with the Chancellor and Vice Chancellor) policies, procedures, and processes.

Bursar: Elizabeth Humphreys is responsible for maintaining the financial records and student accounts.

Admissions: Elizabeth Humphreys is responsible for guiding prospective students through the admission process.

Course Evaluation: Elizabeth Humphreys is responsible for overseeing the grading of student assignments with a team of qualified graders. To assist in meeting the required deadline for course work evaluations of two-weeks after the end of class, a course evaluator is assigned to grade the coursework. The Course Evaluator is responsible to the Registrar & Chancellor.

Student Advisors: Elizabeth Humphreys is responsible for reviewing learning progress for students on a regular basis, and communicating with students as needed, as well as aid student questions regarding academic issues, policies, and instructions.

CONTACT INFORMATION

Zion Ministerial Institute's 170-acre campus rests at the top of Glory Hill, surrounded by secluded meadows and woodland. Waverly, New York, is a small community located on the New York/Pennsylvania border, adjoined by Athens and Sayre, Pennsylvania. When driving, Syracuse and Rochester are two hours north, and New York City is roughly four hours east. The closest regional airport is Elmira-Corning Airport (ELM), only 25 minutes away; the closest international airport is Syracuse (SYR). Local cities offer opportunities to enhance studies in public and university libraries, including Cornell University in Ithaca, and SUNY in Binghamton.

Mailing address:
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PO Box 70
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Zion Ministerial Institute
241 Glory Hill Rd., #70
Waverly NY 14892-9801
USA

Phone Number: (607) 565-2801 x212
Fax Number: (607) 565-3329
Website: www.zmi.edu

Zion Ministerial Institute departments may also be contacted by e-mail at info@zmi.edu.

Student Arrivals:

ELM is the preferred airport, and Greyhound bus service has a convenient drop-off location at the Terminal Barber Shop in Waverly. Call or email us to let us know your arrival information.

Mail and Shipping:

Letters may be placed in the mailbag located in the Middle Office. Mail is picked up Monday through Friday. Incoming mail is delivered to the mailboxes located next to the laundry room.

When expecting mail or ordering items online to be delivered, please be careful to determine the method of delivery and use the appropriate address.

For postal mail through USPS:

[Student Name]
Zion Ministerial Institute
PO Box 70
Waverly, NY 14892

For UPS and FedEx shipments

[Student Name]
Zion Ministerial Institute
241 Glory Hill Rd., #70
Waverly, NY 14892

Please include your name AND “Zion Ministerial Institute” in shipments to you.

Phone System

Students may make outgoing calls from their dorm hallway by using a (toll free number) calling card. Students may not use the paging facility, or use the phone system to call other phones in the building unless a student is paged by staff.

Important phone numbers: to reach our offices, use the following numbers:

- 9 A.M. to 5 P.M., M—F , call (607) 565-2801.
- After 5 P.M. and on weekends and for any **time-sensitive matters** call (607) 565-7142.
- Our fax number is (607) 565-3329.
- We can be emailed at registrar@zmi.edu, checked during business.
- Students may receive calls on their dorm floors:

Men’s dorm (607) 565-3792

Ladies’ dorm (607) 565-3794

ZMI POLICIES

INTEGRITY OF SCHOLARSHIP

Zion Ministerial Institute recognizes the principles of truth and honesty as being absolutely essential. Students must rigorously follow these principles in all course work, including assignments and examinations. By signing the Enrollment Agreement, the student agrees to abide by these principles. Zion Ministerial Institute requires students to complete all course assignments without unauthorized help from others. Cheating or plagiarizing in any form is sufficient grounds for suspension and/or academic dismissal from Zion Ministerial Institute. If students are suspected of cheating or plagiarizing, they will be notified immediately by administration. Each case will be carefully reviewed and could result in academic dismissal.

ACADEMIC WARNING, PROBATION, & DISMISSAL

Students are expected to successfully complete fifteen (15) weeks of courses per semester. In addition to this, Zion Fellowship and Zion Ministerial Institute host a Pastor's Seminar each semester for an additional week (for a total of 16 weeks per semester), in which students participate through the tasks involved in successfully running the seminar and providing for the needs of guests. Students must maintain a grade point average (GPA) that insures satisfactory learning progress for each semester.

Because the Ministerial Training Program requires 64 non-elective credits to graduate, and offers 16 non-elective credits per semester, students who fail any course will be required to retake that course or complete further assignments, at the Chancellor's discretion, to receive a passing grade and credit for that course, necessary to be eligible for graduation.

Students' scholastic status will be checked frequently throughout the semester. The following policy will be used to determine scholastic status:

Essential Core Policy

The Essential Core courses are key to explaining, understanding, and imparting the vision, doctrine, and ethics of Zion. To be a candidate for graduation with a Diploma in Ministerial Training from Zion Ministerial Institute, students must demonstrate satisfactory understanding and applied learning in the areas of Zion doctrine, vision, and ethics. Therefore, students may not graduate without passing these courses with a minimum course grade of C. Any student who does not pass an essential core course with a minimum grade of C will need to either retake the course or complete further assignments, at the Chancellor's discretion, to show clear understanding and applied learning of the course material, prior to graduating.

International Students

In compliance with SEVIS requirements, all M-1 visa students must show satisfactory progress in all classes. International students studying on an M-1 visa are required to maintain full-time status, which means no non-elective courses may be dropped or failed during the semester.

All Essential Core courses must be passed with a minimum grade of C, and all other courses must be passed with a minimum grade of C-, while maintaining a minimum Grade Point Average (GPA) of 2.0 every semester with no NC (no credit), W (withdrawn), NP (no pass), I (incomplete), or F grades on the transcript.

Zion Ministerial Institute will fully support all international students in their attempts to maintain M-1 student status by passing all courses satisfactorily. At the discretion of the Chancellor, any student who either falls below the required minimum GPA or who receives a course grade lower than C- will work directly with the assigned student advisor, who will evaluate and appropriately address the student's needs, providing any necessary monitoring and progress reports, supervision, tutoring, or mentoring required to enable the student to succeed at ZMI.

Students who either do not follow the requirements of the student advisor or are unable to show satisfactory improvement and progress, may fall out of M-1 student status, be dismissed from the school, and have their SEVIS record terminated, requiring the students to leave the country immediately. SEVP has a zero (0) day policy, meaning students who fall out of status have no grace period to remain in the United States.

This would result in the affected students' having to file for reinstatement from the country of citizenship, which is a long, costly process, and may be denied by U.S. immigration.

Academic Warning

When a student initially fails to pass appropriate credits during the semester, the student will be placed on academic warning. When a student's grade point average for a semester is below 2.00, but the cumulative average is above the academic scale requirement, the student will be placed on academic warning for the following semester. Academic Warning is recorded on the student's academic record.

Academic Probation

When a student's cumulative grade point average falls below the appropriate level of good standing on the academic scale, the student will be placed on academic probation for that and/or the following semester. Any student who fails to maintain a 2.00 average in a semester, and/or repeatedly fails to pass appropriate credits, and/or does not show satisfactory progress may be placed on academic probation. Academic probation status is recorded on the student's file. If a student's grade point average is above the academic status scale for the probationary term, but the cumulative average is still below the academic status scale, or the student fails to pass appropriate credits, the student will continue on academic probation.

Removal from Academic Probation

Students will be removed from academic probation at the end of the semester when their cumulative grade point average and semester grade point average meet the academic status scale and/or they show appropriate progress toward passing required credits.

Academic Dismissal

Students on academic probation whose grade point average for the probationary semester falls below the academic status scale are subject to academic dismissal. Students whose cumulative grade point average meets the academic status scale, but fail to pass appropriate credits for two consecutive semesters, or who have failed to make satisfactory academic progress after being placed on academic probation, are also subject to academic dismissal. When applying for readmission, students may be asked to present evidence of potential academic success.

WITHDRAWAL FROM ENROLLMENT

Students may withdraw from enrollment at any time. Students who desire to withdraw from enrollment must follow the official Withdrawal Procedure as follows:

1. Notification to the Registrar's Office by means of a written letter or email. The Registrar's Office will return an Official Withdrawal Notice to the student, which must be completed and signed by the student in order to make the withdrawal request an "Official Withdrawal". The withdrawal date will determine the amount of refund given to the student, if any.
2. All financial obligations are satisfied. Students who fail to meet financial obligations will not receive academic transcripts.
3. The student's transcript will then reflect official withdrawal, "W". Any student who withdraws without meeting the above criteria will be considered as having an unsatisfactory withdrawal. As a result a "UW" will be permanently noted on the transcript.
4. The student's possessions must be removed from campus within 10 days of withdrawal, unless other arrangements have been made with the Chancellor. Zion Ministerial Institute is not responsible for any personal items left on the campus. Any personal items that are left will be considered donations and will be redistributed or discarded at the discretion of Zion Ministerial Institute.

Family Rights & Privacy Act

Zion Ministerial Institute is in compliance with the Family Educational Rights and Privacy Act. This Act is designed to protect the privacy of educational records, establish the right of students to inspect and review their records, and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures of the Act.

Student Complaints

If students have complaints regarding their coursework, living or classroom arrangements, administration, course instruction, or any aspect of their involvement with Zion Ministerial Institute, they should contact the Registrar's or Vice Chancellor's office. Informal complaints can be discussed in person or over the telephone. However, in order for a formal complaint to be filed, the student must send a written complaint to Zion Ministerial Institute by email or postal mail. All complaints are carefully examined by the Administration staff. Students will receive a written reply within 45 days of the date that the complaint was received.

GENERAL PROGRAM INFORMATION

CURRICULUM

One of the most important aspects of a college or university is its curriculum. Even more important than how we teach is what we teach. The content of a school's curriculum is far more important than the methods of instruction.

In Matthew 5:19, the Lord Jesus Christ expressed the importance of what we do and what we teach others to do: "Whosoever therefore shall break one of these least commandments, and shall teach men so, he shall be called the least in the kingdom of heaven: but whosoever shall do and teach them, the same shall be called great in the kingdom of heaven." Teachers, ministers, and educators are held accountable for what they teach others. Therefore, by God's grace, we must always seek to teach and preach the pure, unadulterated, and undiluted Word of God.

The faculty and staff of Zion Ministerial Institute are committed to a Biblically based, Holy Spirit-inspired, and Christ-centered curriculum. We have designed our curriculum to not only impart the knowledge of God's Word to our students, but also to enrich their devotional and spiritual lives as well.

The word "curriculum" in the Latin refers to a racecourse that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum, we seek to place a vision and goal before our students of being transformed into the image of Christ, and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. That is the goal of our curriculum.

CREDIT HOUR SYSTEM

As a vocational institute, and in accordance with government requirements through the US Student and Exchange Visitor Program (SEVP), Zion Ministerial Institute defines one credit hour as a minimum of eighteen (50-minute) hours of instruction, with approximately thirty (50 minute) hours of homework, for a total of 48 (50 minute) hours of study per week.

COURSE WEIGHTING

The following grading scale is used for *most* classes in calculating the final scores and alphabetic grades:

Attendance	Attendance & Notes	20%
Required Reading	Textbook Questions, Chapter Summaries, Personal Applications	20%
Formal Writing Assignment	Essays, Sermon or Teaching Outlines, Formal Discussions	35%
Other Assignments	Class Specific	25%

METHOD OF STUDY

Ministerial Training has many advantages. Courses are scheduled progressively over two (2) distinct academic years, consisting of four (4) unique semesters, to train students in thorough biblical knowledge and understanding, in-depth character studies, aspects of ministry and leadership relating to the local church, and character building.

Courses at Zion Ministerial Institute are presented using the “block system”, in which each one-credit course is taught in five (5) days with approximately eighteen (18) hours of instruction, and each half-credit course is taught in two and one-half (2.5) days with approximately eight (8) hours of instruction. The homework for each course is due by 11:00pm the Saturday following the end of class. Therefore, students complete all coursework associated with the class(es) for that week, and have Sunday, spent as a day of rest and worship to the Lord, to be refreshed for the following week.

The block system enables one class to be taught at a time, allowing students to be fully immersed in each course, without having to divide time and attention among several classes at once. Many of our instructors are seasoned pastors and missionaries from Zion Fellowship’s local churches and mission fields. The course schedule enables these instructors to be resident on campus for the duration of their classes, which allows students the best opportunity to learn from their lives and ministries. Their wealth of ministry experience from all around the world makes for dynamic, Spirit-filled lectures. Weekday mornings are used for classroom instruction; afternoons and evenings are reserved for studying, hands-on practical ministry, worship services, and recreation.

Ministerial Training also has challenges. It requires an increasing and deepening dedication to an ongoing relationship with Jesus Christ, discipline, time management, and dedication to studies. We encourage students to be diligent in their studies, even as Paul exhorted us in 2 Timothy 2:15: *“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”*

The following are suggestions that others have found helpful for being a successful student at Zion Ministerial Institute:

- 1) After receiving the semester schedule and duty list, and chapel rotations, prayerfully make a workable schedule for each day of the week, allowing ample time for devotional prayer, personal worship, and Bible reading. If you are unsure how to do this, please see your student advisor for assistance.
- 2) Prepare a system of directories or folders on your computer for each course scheduled for that semester. Keeping courses organized assists the student in research.
- 3) Develop a daily study plan. It may be necessary to prioritize your schedule and cut out some leisure activities that will keep you from meeting your goals.
- 4) Find a comfortable place to study with the least distractions possible.
- 5) Try to avoid interruptions when you are studying, but make sure to take necessary breaks to aid concentration. It has been suggested that 45 minutes of study with a 10-15 minute break is sustainable and effective. Let others know your study schedule and ask them to respect your private study time.

- 6) Try to prayerfully apply the course content to your life while you are studying for maximum retention.
- 7) Develop good reading skills through concentration and focus. Pause frequently to review in your mind what you have just read. Read it again if necessary. Take notes of the most important points or underline them.
- 8) Do not be afraid to ask for help. Write down any questions you have about the course content or other questions and bring them to the instructor or teaching assistant.
- 9) Make some time for social activities in groups. Maintaining a well-rounded, balanced personal life develops a mature student.

COURSE TEXTBOOKS

The course textbooks utilized by Zion Ministerial Institute were written by the ZMI faculty, who are comprised of primarily ordained ministers with a wealth of spiritual experience and a rich anointing from God upon their lives. Textbooks may be purchased from Zion Christian Publishers online at: www.zcpublishers.com. Students may enter ZMI's Waverly address and request "local pick-up" to avoid shipping charges. Students will receive a confirmation email when the order has been processed and books are ready for pick-up at their mailboxes.

All textbooks for the semester must be purchased prior to the first Monday of the semester. If students prefer, Zion Christian Publishers also sells Kindle readers pre-loaded with all the Zion e-books required for the two-year course of study.

ZMI EDUCATIONAL EXPECTATIONS

ATTENDANCE

Attendance is taken prior to the start of class at 8:00am each day. Students should be seated at their desks, with their computers and work area ready to begin before 8:00am.

Tardiness

Being tardy hinders the student's ability to learn, and the teacher's ability to teach effectively. In addition, tardiness disrupts the entire classroom. When the teacher signals the beginning of a class period, students are expected to be in their seats, prepared and ready to learn, with all required materials available. Students who are not seated and ready to begin class by 8:00am, or arrive after the Instructor has begun speaking, are considered tardy. This includes returning to class from break.

A total of 25 percentage points may be deducted from the Attendance Grade per course for tardiness. Each day a student is tardy, 5 points will be deducted from the Attendance Grade for a one credit (5 day) class, and 8.33 points will be deducted for a half credit (3 day) class. Tardiness from breaks may be noted and calculated into the attendance grade.

Absences from Class

This constitutes *any* absence for which the appropriate dean or administration received no communication, or absences which were not approved by the administration. Unexcused absence from class will result in a deduction of 20-40 percentage points from the attendance grade *per day*.

In the event of illness, students must contact **Hannah Schrock** by 7:30am to receive an excused absence. Students who may become ill during class and need to be excused from class must notify **Hannah Schrock** immediately upon leaving class to receive an excused absence.

Students who must miss class due to illness (after having reported the illness) will need to make up the missed lecture and/or review the day's lecture through another student's notes. However, another student's notes may not be submitted for the "Class Notes" Attendance assignment.

*If the designated contact is away or unavailable, students must contact the Registrar.

STUDENT CHAPEL

Chapel Class Period: **8:00-8:50am** | Worship: **12-18 minutes** | Message: **15-20 minutes**

The purpose for chapel is to give each student practical experience in these two vital aspects of the ministry and to prepare them for future ministry opportunities, as well as a unique opportunity for the Lord to speak His message directly to the student body. Many times, the Lord has a specific theme or message that He communicates throughout the semester through the student messages, worship, prophecy, as well as class lecture.

Students are required to attend all Student Chapels and participate in chapel as scheduled. Chapel lasts a maximum of 50 minutes. The students are scheduled on a rotation to preach and to lead praise and

worship. The schedule for the preaching and worship leading will be posted in Planning Center Online (PCO), and scheduling notification will be emailed to appropriate students as reminders from PCO. The chapel rotation will be posted on the classroom bulletin board.

The scheduled worship leader shall enter the song list into PCO by 5:00pm two days prior to the scheduled chapel service. Rehearsal for the assigned chapel service shall be from 1:00pm – 1:30pm, in the ZMI Classroom, the day prior to the scheduled service.

When preparing sermons, students are not permitted to ask staff for assistance with transferring, converting, or printing files. Students may request help from the Teaching Assistant with questions, or in the final preparation, review, proofreading, or practicing of their messages. Students shall use their own resources such as illustrations, object lessons, and other related items in order to prepare their messages. If messages need to be printed, please use the wireless printer in the ZMI classroom.

MINISTRY CLASSES

- **Elderly Ministry**
- **Children’s Ministry**
- **Worship Team**

Each of these ministry classes are semester-long classes. Each student will be scheduled to participate in both Elderly Ministry and Children’s Ministry one (1) time per month. Those students who are on the Mount Zion Church Worship Team will also be scheduled a minimum of one (1) service per month. Students may also be asked to participate in the Mount Zion Church Youth Group, Overcomers, on occasion. This should not conflict with other scheduled services.

OUTSTATIONS

Occasionally there may be opportunities for students to gain practical ministry experience in different areas of ministry through outstations to local churches, such as teaching, preaching, leading worship, giving a testimony, presenting special music, etc. All students are expected to participate in these opportunities when assigned, though not all students may be able to be assigned.

Outstation Assignments

Outstation assignments will be made as early as possible in the semester. Consideration will be made for individual giftings and preference when possible. Students should speak with the Registrar concerning their interests, as well as any problems that may arise due to scheduling.

If a student is contacted by another church to participate in a service, please speak with Elizabeth Humphreys regarding this prior to accepting.

Pastors’ Seminars (Conventions)

Pastor’s Seminars (otherwise known as our bi-annual Conventions) are a requirement, each semester, for all students, including matriculating, audit, residential, and non-residential students. These seminars present an opportunity for students to learn from seasoned and proven ministers of the gospel, from our board members to visiting missionaries. Students are also expected to serve in many different

capacities during the seminars, to create a welcoming atmosphere for our guests, and to assist the staff in the running of the convention and facilities.

ZMI CLASS POLICIES (AS APPEAR ON ALL SYLLABI)

1. Regular and punctual attendance is required. Attendance is taken at every class. If the opening song or class has begun before the student arrives (including resuming after class breaks), he or she is considered tardy.
2. Students are responsible for taking thorough notes (if absent, the student is responsible for completing missed audio and/or obtaining class notes from a fellow student, although all notes submitted for the assignment grade must be unique to the student, and not copied from anyone else). When taking notes, consider that these notes may themselves be used as the basis for teaching one day.
3. When discussion is called for, students are expected to participate, engaging in dialogue to further the understanding of the subject as a group. Students are expected to be respectful and courteous at all times, never demeaning, rude, or condescending in discussion or disagreements. Unacceptable behavior will not be allowed.
4. Students are expected to act with academic integrity at all times. This includes, but is not limited to, the following:
 - a. Turning in another's work as the student's own is prohibited.
 - b. Correctly and appropriately citing the work of others is required – this means any idea, whether a direct quotation, paraphrase, or summary, that has not originated from the student. Any specific information, data, or idea that the student obtained from an outside source, and which was not properly cited (both in-text and on Works Cited page) is considered plagiarism.
 - c. Cheating will not be allowed. This may include, but is not limited to, making use of resources not permitted on an assignment; enabling another student to do so; or attempting to learn the questions or answers to assignments before the allowed time; or using the work of another student to complete an assignment.

Students with known learning disabilities who need scholastic accommodations or modifications must contact the Registrar and indicate the assistance needed in writing prior to the beginning of class.

GRADING SYSTEM

The following grading scale expresses the levels of scholastic achievement upon which submitted work is evaluated. Please note this is based on a 4.0 grading scale.

Letter Grade	Numerical Equivalent	Grade Point Average	Standing
A+	100	4.00	Exceptional
A	96-99	4.00	Honor
A-	93-95	3.70	Honor
B+	90-92	3.30	Good
B	87-89	3.00	Good
B-	84-86	2.70	Good
C+	81-83	2.30	Satisfactory
C	78-80	2.00	Satisfactory
C-	75-79	1.70	Poor, but passing* **
D+	73-74	1.30	Unsatisfactory, but passing* **
D	71-72	1.00	Unsatisfactory, but passing* **
D-	70	0.70	Unsatisfactory, but passing* **
P	70 and above*	0.00	Pass*
F	69 and below	0.00	Failure
I		0.00	Incomplete
W		0.00	Official Withdrawal
UW		0.00	Unsatisfactory Withdrawal

A minimum grade of "C" is required for transfer credit

*Except where a minimum grade of "C" is required

**Raises concern about the student's satisfactory learning progress

COURSE EVALUATION

Course work will be evaluated for clarity and organization, knowledge of original content, demonstration of original thought, ability to draw sound conclusions and support with authoritative evidence, grammar, punctuation, and proper MLA citation. While points will not be deducted for disagreement with an idea being conveyed, all essays must substantially support their argument with proper research, Scriptural validation, and sound reasoning, as well as demonstrating understanding of the course content and accurately meeting the syllabus requirements. Course work will be carefully graded upon set criteria as outlined below:

Grade	Content	Structure, Syntax, Style
100% (Exceptional) A+	Skillfully evaluates information gathered;	Content is well organized and flows smoothly and naturally;
95-99% (Honor) A, A-	demonstrates independent thought and ideas; exhibits a depth of knowledge based on research; clearly articulated; viable conclusions	Clear intro, body, and conclusion; essentially error free; presentation is neat and professional; proper citation; excellent command of English
86-92% (Good) B+, B, B-	Content is fairly clear and accurate; some independent thought evident; good awareness of issues and knowledge; offers solid but less accurate reasoning and detail; contains some appropriate details and/or examples	Content is organized and flows; Some minor errors; rare major flaws; generally clear and concise; essay looks neat; minor errors in citation; good command of English
78-83% (Satisfactory) C+, C	Average awareness of issues and display of knowledge; content somewhat vague; some signs of logical organization; generally acceptable conclusions	Generally coherent; Several minor errors; occasional major flaws; several minor errors in citation; lack of defined focus; relatively good command of English
75-77% (Poor, but passing* **) C-		
70-74% (Unsatisfactory, but passing* **) D+, D, D-	Difficulty demonstrating understanding of issues; limited clarity and logical organization of thought; insufficiently supported conclusions; off topic	Somewhat coherent; unclear focus; numerous minor flaws; several major flaws; several errors in citation; understandable but inconsistent command of English
Below 70% (Fail) F	Demonstrates lack of knowledge and grasp of subject, insufficient reasoning, undeveloped and unsupported ideas	Often incoherent; numerous minor flaws; numerous major flaws; poor command of English

GUIDELINES SUMMARY FOR FORMAL WRITING ASSIGNMENTS

Learning to write clearly is a skill that will aid you for many years to come. This is especially true in regards to church ministry. The following are some general steps involved in writing a good theological essay:

Requirements: Read the assignment description and identify the main points that the syllabus is asking you to discuss. This can make the difference between a confusing and a well-written essay. It helps to write down the specific requirements of the essay before you start to write and continually refer back to them to ensure that you have met each requirement. Each writing assignment will be examined to see if you have met the specific requirements of the syllabus and points will be deducted for each requirement that is not fully met.

Research: It is vital that you properly research the assigned topic using (at a minimum) Scripture, as well as the required and recommended reading in order to present a proper depth of knowledge. While you are not expected to be an expert in the subject, you do need to have a proper background in the subject that is only achieved by thorough reading of the textbooks, Scripture, and other reference books. Each essay should include at least two (2) direct quotations, as well as paraphrases (as appropriate), from the required reading, as applies to the assigned topic. Points will be deducted for failing to provide appropriate scriptural and authoritative support for doctrinal statements and conclusions drawn.

Approach: The essay should be approached as a formal line of reasoning, in the third person and past tense, for the purpose of persuading your reader with authoritative evidence and strongly supported conclusions.

While exhortation may be appropriate occasionally, formal writing assignments should refrain from exhorting or preaching at the reader. Exhortation should not take the place of fully developing, explaining, and supporting truth in your own words. Only personal/universal application of truth should use second person plural (We, Us, Our) in order to avoid “preaching” at the reader.

- Example: “Believers must realize that understanding spiritual truth only comes by faith, and faith is only given to a believing heart.”
- Example: “We must labor to enter into the rest of God by laying down our own plans and mindsets, and ceasing from our own works, learning to lean upon our Beloved as He leads us.”

Be concise in using Biblical examples and accounts. For example, rather than repeating the narrative and explanation of the whole story, concisely describe how the biblical example applies to the main point being developed, citing Scripture references.

Points will be deducted for inconsistency in tenses (e.g. past tense vs. present tense), unnecessary or distracting narrative or explanation, exhortation or preaching, or lack of focus and authoritative support for persuasive reasoning.

Thesis Statement: It is important that you develop a concise idea that conveys what will be discussed through the essay and present it as the last sentence of the opening paragraph. The thesis statement should identify the main points to be developed in the essay, in the order in which they will be

addressed. This is the evaluator's "roadmap" and "checklist" for grading the essay. The purpose of the rest of the essay will be to prove and defend that thesis. Points will be deducted for no thesis statement or thesis statements that are unclear or too general.

Outline: Sketching out the skeleton of your essay before you start writing the rough draft can be very helpful in preventing you from getting stuck on tangents that do not properly support your thesis statement. Adding each of the assignment's requirements from the syllabus to the outline can also help you ensure that the requirements are fully met. Points will be deducted for failing to fully develop or digressing significantly from the main points of the thesis statement and the syllabus requirements.

Introduction: Develop an opening paragraph that will not only introduce the reader to your subject, but set the scope or boundary of your subject, and will grab the reader's attention, leading him into the essence of your argument. The introduction should show why the subject is important, applicable, relevant, or interesting to the reader. Points will be deducted for unclear or inadequate introduction; points will also be deducted for too broad or lengthy introduction, relative to the length and scope of the paper (i.e. a 3-5 page paper should have a strong, clear introduction of one third to one half page in length).

Body: Each paragraph should relate directly to and support your thesis statement. Provide supporting evidence in the form of reasoning, logical evidence, scriptural examples, and citations in a clear and sensible presentation. For further information, please refer to ZMI Writing Guidelines 2014. The following link may also aid understanding this process:

<https://www.olchs.org/assets/documents/Transitions-Two-In-One.pdf>

Please note, each paragraph should fully develop *one* main idea, with a minimum of three complete and clear sentences. Logical flow and good transitions between paragraphs is essential for the reader to clearly understand and follow the progression of the essay. Points will be deducted if paragraphs digress from the main point/thesis statement being developed, fail to adequately develop the idea being presented, or fail to demonstrate logical organization and flow.

Conclusion: No new ideas should be presented in the conclusion; however, the conclusion should not simply be a restatement of your thesis statement or main points. Instead, the conclusion should be treated as the last opportunity to make an impression upon the reader. Therefore, without offering any new evidence, present the reader with a short summary of your thesis argument, with perhaps a memorable thought, quotation, or call to action that the reader can walk away with. Points will be deducted for inadequate, abrupt, or disconnected conclusions, or for conclusions that present new information which should have been included in the body of the essay.

Language: An essay or theses is considered formal prose and should not follow the structure of or sound like informal, spoken English. Use of language should reflect the voice and personality of the writer, rather than the textbook or instructor, while conforming to the structure of formal prose. Using direct, active language will help to keep the flow and pace of the essay. Points will be deducted for use of contractions (making two words into one: it's, you're, he's, etc.), informal or narrative style, or unnecessary wordiness and repetition that weaken the impact of the essay (i.e. "fluff").

Quotations & Citations: To avoid any issues with plagiarism, it is important for students to provide proper quotations and citations for information taken from other resources. Quotations should always be introduced to show why the quotation is necessary to the discussion and development of the thesis statement. Do not let a quotation “stand alone,” or expect the reader to make sense of it for himself.

Direct quotations, including Scripture, should account for no more than 15 percent of the length of the essay. In other words, for a five (5) page essay, direct quotation from Scripture and textbooks should not be longer than $\frac{3}{4}$ of one page.

Block quotations (more than four complete lines of text) should be rare – no more than one (1) per essay – and must contribute directly and substantially to the overall focus of the essay, not used as “filler” to fulfill the page requirements.

See the Zion Ministerial Institute MLA Style Guide for further discussion of quotations and citations. Points will be deducted for inadequate or improper citations, as well as unnecessary or too many quotations.

MLA: Essays must be formatted according to the standards of the Modern Language Association (MLA). Please refer to the MLA example in your course syllabus, as well as the Zion Ministerial Institute MLA Style Guide or *MLA Handbook for Writers of Research Papers* (7th Edition) by Gibaldi.

Evaluator Comments: *Pay close attention to the evaluator comments on your returned assignments and rubrics.* It is important to receive and incorporate feedback and corrections from course evaluators throughout your studies at ZMI. The evaluators may deduct an increasingly higher number of points if it is observed that you are not addressing their comments. If comments or corrections are unclear, please email the Registrar at registrar@zmi.edu to request an appointment to discuss specific concerns.

For further information and help on writing, see “ZMI Writing Guidelines 2014.”

POPULI: ONLINE COLLEGE MANAGEMENT SYSTEM

Staying informed throughout the semester is very important. We communicate constantly with both students and instructors throughout the semester, regarding updating information, answering questions, announcements, changes, etc. Populi is our online College Management System. Populi will be essential to receiving and responding to all ZMI communications, Class Materials, Assignment Submissions, etc.

Students must log in to Populi at least twice a day, once in the morning, and once in the evening, to check for announcements, updates, changes, etc. All course materials and booklists will be found in the designated course through Populi. All assignments will be submitted through Populi, with specific instructions for each assignment.

It is also necessary for students to check ZMI email at least twice a day, once in the morning and once in the evening for more extensive or detailed communications.

COURSE MATERIALS

Students must log in to Populi to retrieve course materials, download required files, and review required textbooks through the course Info page. The course will be made available to each student the Friday prior to the beginning of class through Populi.

ASSIGNMENT SUBMISSIONS

Assignment Submission Instructions

Students are advised to complete assignments, including discussions and review questions, in a Word document saved to the laptop hard drive, in the event that the internet connection is lost while completing the assignment. It is also advised to back up to an external drive frequently, not just the cloud, in the event that wifi is unavailable.

Log into Populi. On the home page, find the course section on the lower right and click on the appropriate course page.

File Type Assignments:

- Once in the course page, click on the “Assignments” tab.
- Click on the name of the desired assignment to upload; i.e. “Unit 3: Essay.”
- Click on “Attach a file,” then click “Browse” to locate the assignment.
- If applicable, enter any message or notes required for assignment.
- Press “Submit” to upload assignment(s)
- If multiple submissions are made, the latest submission *prior to the due date/time* will be accepted. However, students should not upload the assignment until they are satisfied that the assignment is complete and meets the requirements. Any submission made after the due date/time is not guaranteed of acceptance.

The course submissions assignment file names should include the course name, followed by the assignment number, and student last name with first initial. For example: SYS105-Unit1-SampleS.

Test Type Assignments:

- Once in the course page, click on the “Tests” tab.
- Click on the name of the desired test assignment.
- Review the instructions:
 - If this is a timed test, the test must be completed within one sitting and the time allotted. If, for some reason, your computer freezes or you lose internet, contact the Registrar as soon as possible, to retake the test.
 - If there is no time limit, you may begin the test, close it *without* submitting, and return to it at any time before the due date to complete the review questions.
- When the test is complete, click the “submit” button on the bottom of the page to ensure answers are saved and submitted.

Discussion Type Assignments:

- Initial Post -
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Click in the box at the bottom of the page with the button labeled “Add Comment”. Copy and paste the discussion post from your saved Word Document and click the “Add Comment” button.
- Response to Another Student’s Initial Post
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Respond to the chosen student’s discussion post by clicking “Reply” under the post, and entering or copying and pasting your text into the box and clicking the “Reply” button.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- Response to Another Student’s Response
 - If you desire to respond to another student’s response in addition to responding to an initial post, click on “Reply” under the Response – this will include your response in the discussion thread. Address the student you wish to respond to by name, if it is not the initial post.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- For assignments with minimum word counts, the discussion comment box will show the word count. If typing the discussion direction into a word document, the word count is also displayed on the bottom of the screen.

Assignments Due Dates and a Day of Rest

ZMI has structured the courses to enable students to have Sundays as a day of rest unto the Lord (Gen.

2:2; Ex. 31:15a; Isa. 58:13-14; Mark 2:27-28). For this reason, assignments will be due by **11:00pm Saturday night**, following the end of class, unless the Instructor chooses to move the deadline to within the week of class. All assignments are to be submitted through Populi, according to directions, and are to conform to the assignment instructions, writing guidelines, and MLA style guide. For questions concerning this, please see the Teaching Assistant.

Late Assignment Submission Policy

The default deadline for all course assignments will be 11:00pm Saturday following the end of class. In other words, each week will be self-contained, with the course work due the same week as class.

All assignments will be submitted through Populi. If an assignment is due at 11:00pm, the link to complete an assigned test will disappear at 11:01pm. If a file assignment is submitted after the due date/time, a message will appear in red, "Past Due". This means that any assignment not submitted by the deadline is automatically late.

Any student who was not able to submit the assignment before the deadline must contact the Registrar. If a student missed the deadline for a test, the Registrar may make an exception, allowing the student to complete the test within two days (by 11:00pm Monday of the following week), if the Chancellor considers this to be appropriate. If the student missed the deadline for a file assignment submission, Populi will still allow the assignment file to be uploaded, with a message in red on the submission page stating "Past Due".

However, accepting course work submitted after the deadline is not guaranteed. If assignments are submitted after the due date/time, each must be evaluated on a case-by-case basis by the Chancellor. In the event that it is deemed appropriate to receive late assignments, the late penalty will also be determined on a case-by-case basis.

EMAIL

Upon enrollment, students are given a "zmi.edu" email address, which will be the only email address used for communication, as well as a Populi login. It is important to note that all ZMI communications will go to the "zmi.edu" address, and students will not receive emails from ZMI to any other personal address. Students may check their "zmi.edu" email by logging into their Populi account and then clicking on the "Email" tab at the top-left of the main page. Again, students should check their email daily to view announcements.

ACADEMIC REPORTS

Through Populi, students have access to their academic records, including the following academic reports:

- Grade Report: lists each term's courses and final grades.
- Unofficial Student Transcript: reflects the students' academic history at ZMI

To view and/or print the reports listed above through Populi:

- Click on "My Profile" on the toolbar at the top of Homepage
- Click on "Student" Tab on the Profile page
- Select the report to view and/or print from the options at the top of the page

TECHNOLOGY REQUIREMENTS

- **Laptop**
- **Word '07 or higher (or equivalent)**
- **Ability to submit files as .doc(x)**
- **External Drive to back up coursework**

Each student must own a working laptop computer, running a word processing program equivalent to Word '07 or higher. All assignments are to be submitted as .doc(x) format. Students should also use an *external drive* on which to back up all course work, daily, to avoid losing files. Please note, thumb drives are not a replacement for an external drive, as thumb drives can fail.

SCHOOL CALENDAR

2018-2019 Academic Calendar	2019-2020 Academic Calendar
<p><u>Fall I 2018:</u></p> <p>Student Move-In Date: 22 August Semester Orientation: 23-24 August Semester Start Date: 27 August</p> <p>Labor Day: 3 September</p> <p>Fall Convention: 25-27 September Thanksgiving Break: 22-25 November</p> <p>Semester End Date: 14 December Student Move-Out Date: 15 December</p> <p><u>Spring I 2019:</u></p> <p>Student Move-In Date: 5 January Semester Start Date: 7 January</p> <p>Mid-Term Break: 1-4 March (Fri.-Mon.)</p> <p>Spring Convention: 23-25 April Graduation Date: 26 April Student Move-Out Date: 27 April</p>	<p><u>Fall II 2019:</u></p> <p>Student Move-In Date: 21 August Semester Orientation: 22-23 August Semester Start Date: 26 August</p> <p>Labor Day: 2 September</p> <p>Fall Convention: 24-26 September Thanksgiving Break: 26 November – 1 December</p> <p>Semester End Date: 13 December Student Move-Out Date: 14 December</p> <p><u>Spring II 2020:</u></p> <p>Student Move-In Date: 11 January Semester Start Date: 13 January</p> <p>Mid-Term Break: 6-9 March (Fri.-Mon.)</p> <p>Spring Convention: 28-30 April Graduation Date: 1 May Student Move-Out Date: 2 May</p>

FINANCIAL OBLIGATIONS

TUITION, ROOM & BOARD, FEE SCHEDULE

Please refer to the ZMI Catalog or website (<http://www.zmi.edu/academics/financial-info/>) for a full schedule of all tuition, room and board, and fees.

TEXTBOOKS

For bookstore purchases and payments, please order online through zcpublishers.com with a local address (ZMI's address may be used for this), and select "Local Pick-up". All textbooks for the semester are to be purchased before the first week of class. Please note, Zion Christian Publishers offers for sale a limited number of Kindle readers pre-loaded with all required Zion textbooks for the two-year course of study.

FINANCIAL ASSISTANCE

Zion Ministerial Institute students are not eligible for FAFSA, PELL, or other U.S. taxpayer subsidized loans and grants. No diploma or transcript can be issued until all accounts are settled in full. Zion Ministerial Institute offers the following tuition discounts.

- Ministerial Discount: Ordained and Licensed Ministers of the Gospel may receive a 10% discount on tuition costs by submitting a copy of their ministerial credentials.
- Missionary Discount: Individuals who are full time missionaries, currently residing on the mission field, may receive a 50% discount on tuition. Documentation will need to be provided by the supporting ministry to verify missionary status.

PAYMENT

Payment in full for the semester is required on the due date of 15 August. Charges are made to the student account in Populi, and payable online by credit or debit card, by mail with personal check, or in person by check or cash. If there is a concern about ability to pay the balance in full, please speak with the Registrar as soon as possible, or by 1 August at the latest.

All payments to Zion Ministerial Institute must be made in U.S. dollars in the form of a check from a USA based bank, money order, or by VISA, MasterCard, or Discover. Please do not send cash.

Students will be charged a \$15.00 fee for any check that is returned due to insufficient funds. Make checks out to Zion Ministerial Institute.

PAYMENT THROUGH POPULI

Students may make a payment online through Populi. To make a payment:

- Log in and click on the "My Profile" tab
- Click on the "Financial" tab

- Click on the “Make a Payment” link on the right hand side of the page to go to a secure payment form where the credit card information may be entered.

A link may also be provided if a third party will be making payment. To send a link:

- Log in and click on the “My Profile” tab
- Click on the “Financial” tab
- Click on the gray link entitled “Someone else paying?” on the right hand side of the page
- A link will appear which may be copied and emailed to another individual who will make payment by credit card. The link expires after 30 days.

REFUND SCHEDULE

All refunds are processed based upon the official withdrawal date stated on the Official Withdrawal Notice. The date of withdrawal is the date the student completes the Official Withdrawal Notice. The student must officially withdraw in writing to the Registrar in order to receive any refund.

Tuition

Tuition is refunded based on the official withdrawal date. Tuition refunds apply for all full-time matriculating and full-time audit students within the first three weeks of the semester on the following schedule:

- 0-7 days into term 75% tuition refund
- 8-14 days into term 50% tuition refund
- 15-21 days into term 25% tuition refund

Room and Board

Refund for Room and Board is based on the official withdrawal date and unused whole weeks.

Fees

Application Fee. The Application Fee is non-refundable, including additional charges for international shipping via DHL incurred by international applicants.

Student Services Fee. The Student Services Fee refund is based on the official withdrawal date.

All matriculating and auditing students are eligible for the refund on the following schedule:

- 0-30 days into term 75% student services fee refund
- 31-60 days into term 50% student services fee refund
- 61-90 days into term 25% student services fee refund

Security Deposit Fee. The amount of this fee reimbursed at the end of the academic year will be determined by the state of the dormitory room upon inspection by a member of the ZMI housekeeping staff. Any damage incurred, beyond standard “wear and tear”, by the student will be deducted from the amount of the Security Deposit Fee paid. (See “Student Facilities” section.)

Graduation Fee. In the event a student is withdrawn and has paid the graduation fee, the entire graduation fee will be refunded.

RESIDENTIAL POLICIES

STANDARD OF CONDUCT & COMMITMENT

Community of Spiritual Mount Zion

The Lord has given a vision to Zion Fellowship, which we desire to instill into our students at Zion Ministerial Institute, to come unto the Mountain of the Lord, to abide in His holy dwelling, before His presence, in spiritual Mount Zion. Psalm 133 describes the atmosphere and community of those who have ascended to spiritual Mount Zion, and that He desires to bring us into at Zion Ministerial Institute:

Behold, how good and how pleasant it is for brethren to dwell together in unity! It is like the precious ointment upon the head, that ran down upon the beard, even Aaron's beard: that went down to the skirts of his garments; As the dew of Hermon, and as the dew that descended upon the mountains of Zion: for there the LORD commanded the blessing, even life for evermore.

The first step for dwelling in unity is that each one of us must accept the *whole* Word of God. Those who dwell in the presence of God are those who are becoming most like the Lord, through loving His Word, His Law, His Commandments, and demonstrating His love toward others. If we do not love *all* His Word, trusting that even the hard sayings are for our ultimate benefit and His good purpose, then we will never be truly united with God or with each other.

The road to unity is difficult, as the points of contention in our lives are revealed and dealt with by the Lord. Unity cannot be achieved without embracing the trials, distresses, and breakings that serve to purify and straighten us, bringing us closer to the Lord and to one another (*Psalms III, Bailey 226*).

Psalm 133 speaks of the precious ointment that anointed the priests in Exodus 30:23-25. These verses give us the key elements of this ointment:

- Myrrh Meekness
- Cinnamon Goodness
- Calamus Gentleness
- Cassia Humility
- Olive Oil Peace

(Song 4:12-14; Gal. 5:22-23; Gen. 8:11; Psalms III, Bailey 226-231)

These are essential qualities that must be developed in our lives in order to flow in unity with the body of Christ. Just as the oil was poured out upon the head of the priest, and ran down all his garments, to his feet, so we have to become covered and saturated with these characteristics of the Lord, until they become part of who we are. When this happens, we will be one with the Lord, and with each other, as Jesus prayed in His High Priestly Prayer of John 17: 3, 20-24.

As we learn to dwell together in unity, having the same mind and heart with God, we are fulfilling the longing of the Father's heart: that He would be made known through our lives, as Christ dwells with us and lives through us.

The Biblical Standard of Zion Ministerial Institute

Returning to the Psalms, the Biblical standard required to ascend Mount Zion and dwell before God's presence can be summed up in Psalms 24 and 15.

Psalms 24 lists the qualifications for those permitted to *ascend* Mount Zion and *stand* in this Holy of Holies.

- 1) Clean hands
- 2) Pure heart
- 3) Not lifted up his soul to vanity
- 4) Not sworn deceitfully

Psalms 15 lists the qualifications of those who are allowed to *abide* or *remain continually* in the presence of the Holy God in spiritual Zion.

- 1) Walks uprightly
- 2) Works righteousness
- 3) Speaks the truth – even in his heart
- 4) Does not backbite
- 5) Does no evil to his neighbor
- 6) Does not take up an offense
- 7) Makes a difference between the vile or profane and the holiness required by God
- 8) Honors those who fear the Lord
- 9) Keeps his word, even when it requires a cost, and does not change
- 10) Does not demand interest, but gives freely
- 11) Does not pervert justice by taking bribes (*Psalms I*, Bailey 62)

God promises that those who live by these 15 precepts will receive the blessing of the Lord, and will remain with Him forever, in spiritual Zion. Nothing can remove them from the presence of God. Therefore, this is the Biblical standard that Zion Ministerial Institute asks of those who live in its community. While none of us is without problems, the Lord sees the heart, and does not judge us according to our failings, but according to the choices we make every day, to submit to His dealing, responding in loving obedience to His every word (Psalm 40).

Thus, with a heart set to delight in obeying the Lord, let us put off whatever would hinder the life of the Spirit of God flowing through us, revealing the love and character of Christ through our daily lives.

Practical Living

Obedience is a major key to receiving the blessing of God in our lives, and working out or establishing our spiritual position and salvation (Phil. 2:12; Heb. 5:9; Col. 3:20, 22). This includes obedience, not only to God's Word, but also to the authorities He places over us, including the State, the home, and the

Church. Romans 13:1-7 establishes clearly God's sovereignty over all aspects of life, and He has established all levels of authority over the lives of His people. For this reason, we need have no fear in obeying the authorities of the land, parents, or pastors, because each are established by God, and He will only use them for good in our lives.

Zion Ministerial Institute submits to the requirements of the government in the running of this school, trusting God to work out His perfect purpose through all situations. Students enrolled in ZMI are also agreeing to live in obedience to the laws of the United States, to obey their parents, and to obey the leadership of Zion Ministerial Institute. While attending ZMI, students are expected to comply with Zion Ministerial Institute leadership, who have the final word in all matters of behavior, relationships, conduct, or correction, which, either directly or indirectly, involve or affect the community at ZMI.

Zion Ministerial Institute reserves the right to discipline or ask a student to withdraw for any reason. Students who choose not to obey the authority of Zion Ministerial Institute leadership, or comply with the statement of faith and standard of conduct may be subject to discipline up to and including dismissal.

Paul explained that if we live in the Spirit, learning to become sensitive to His voice, we will put off everything that is hateful to Him, and learn to be clothed in the character of Christ. In order to embrace these biblical standards in daily living, the Apostle Paul defined the characteristics that we need to put off, in Galatians 5:16-21:

Adultery, fornication, uncleanness, lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, Envyings, murders, drunkenness, revellings, and such like: of the which I tell you before, as I have also told you in time past, that they which do such things shall not inherit the kingdom of God.

Paul continues in verses 22-26, explaining the fruit of the Spirit that allow us to live in unity with both God and each other:

But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, Meekness, temperance: against such there is no law. And they that are Christ's have crucified the flesh with the affections and lusts. If we live in the Spirit, let us also walk in the Spirit. Let us not be desirous of vain glory, provoking one another, envying one another.

Clearly, walking in the Spirit, putting off the works of the flesh, and allowing the fruits of the Spirit to be developed in our lives makes it very clear that certain things will not be tolerated:

Anything that defiles the temple of the Holy Spirit (our bodies), including, but not limited to:

- Illicit use of legal or illegal drugs
- Tobacco in any form
- The use of alcoholic beverages
- Any form of sexual immorality including, but not limited to the following:
 - Pornographic materials
 - Immodest behavior or dress

- Any action or relationship that does not promote chastity among the unmarried, and the sanctity of marriage between one man and one woman
- Dishonesty or deceit in any area of life, including stealing, and academic dishonesty (plagiarism, passing another's work off as your own, cheating, enabling others to cheat, etc.)
- Gossip or any harmful communication that could injure another person; dishonor God, disrespect to personnel of the school, profanity, vulgar or obscene language or actions, etc.
- The use of or participation in any form of rock music, either secular or Christian
- Continued disobedience to the school leadership or the established policies of the school

While these may be obvious violations of God's Word, there are other areas that may not seem as clear cut, and yet must be submitted to the Spirit of God, such as entertainment. While no video (either online, streaming, downloaded, or DVD) is permitted to students during the semester, there are many other forms of entertainment, both during the semester, and at home, that may present temptation. No form of entertainment that defiles the spirit or violates the Ten Commandments or the voice of the Lord speaking to you should be used.

Conclusion

Our desire is that every member of the Zion Ministerial Institute community remembers that our lives reflect upon the Lord, and upon ZMI. Where do our choices take us? What do our decisions show? Are we delighting in entertainment that grieves the Holy Spirit? Are we going into places where the Lord cannot go with us? Are we finding pleasure in things that are hateful to God? These are questions that we must answer before the Lord; for what we choose to fill our time, our minds, our hearts, and our eyes with will determine our course in life and in eternity. We ask that you prayerfully inquire of the Lord what is acceptable in His sight, and pray for the grace to choose His will above what you may be inclined to choose, or even above what you see others around you choosing.

Those who are called to ascend to and dwell in spiritual Mount Zion with the Lord are called out, not only from the world, but even from among those Christians whose standards are conforming to this world, rather than to the standards of God. We must learn, day by day, to desire and seek the Lord, through obedience to His Word and the voice of His Spirit in our lives, that we may abide in the very dwelling place – the home – of the Lord: Mount Zion, His holy hill.

For that reason, we ask each student to commit to this godly standard of living and affirm this in the Enrollment Agreement each Academic Year that we may all seek to ascend and dwell together in unity, in the home of the Lord.

CULTURE OF THE KINGDOM OF GOD

The Kingdom of Heaven is without division. While there is great diversity in God's Kingdom, there is no disharmony or discord. Our purpose at ZMI is to walk in harmony and peace, first with the Spirit, and then with each other, by the grace of God. Jesus Himself, as He was preparing to go to the cross, prayed this for each of us to be made one with the Lord, and one with each other (John 17:20-23).

The Parable of the Vine and Branches from John 15 shows that the way to achieve this unity with Christ and each other is by learning to abide in Christ – the True Vine – through continual communion with

Him and obedience to His Word. The final commandment He left His disciples was to abide in His love through obedience to His Word, maintaining daily communion with Him, and loving others.

Jesus also used this parable to show that there are areas in our lives – good things, and even parts of our own identity – that must be pruned or cut back for a time, in order for the Life of the Spirit to flow more freely, concentrating on the areas of greater fruitfulness that Christ desires to develop in us and present to His Father.

English as the Official Language

One thing the Holy Spirit has quickened in order to bring us into this unity with Himself and each other is to speak in one language. Because language is so intimately linked with its culture, division, segregation, and miscommunication can sometimes occur. Since the primary language of ZMI is English, with all classes and services conducted in English, we feel that it is important to request students to speak only English during their time at ZMI, in order to help avoid divisions among the students, and help establish harmony and oneness among the ZMI community.

Doing so will also show consideration to those students who do not speak English as a first language, and are seeking to gain proficiency by speaking only English.

This is a request rather than a rule. However, we ask that you would prayerfully submit this to the Lord, and make a commitment to honor Him by respecting and abiding by the request of ZMI Administration, to speak only English within the ZMI community while living at ZMI.

ZMI DISCIPLINARY & COUNSELING POLICIES

Christian System of Discipline

Zion Ministerial Institute has established our disciplinary policy with the purpose of creating true disciples of Christ, causing an atmosphere where the Holy Spirit is welcome to dwell, encouraging both spiritual and educational development for our students. We believe that correction administered in the spirit of gentleness, meekness, humility, and love is an important part of demonstrating and developing the character of Christ (Gal. 6:1-2; Col. 3:13-14; 1 Thess. 2:7-8). As well, learning to receive correction is a necessary, healthy, and important part of spiritual and leadership development (Heb. 5:8; Prov. 3:11; Prov. 15:10; 2 Tim. 3:16; Job 5:17; Heb. 12:5,11).

Equally, we believe that discipline and training is a necessary requirement for all who desire to please the Lord, live in godly community and harmony, and ensure that the Kingdom of God is established in our midst (Matt. 18:4; Psa. 119:7; Psa. 119:67; Matt. 5:19; Matt. 7:21). To that end, we believe that the authority structures established by God – government, church, and parents – are for our good. While Zion Ministerial Institute has no intention of usurping authority from the students' parents or local pastors, by enrolling at Zion Ministerial Institute, students have chosen to submit themselves to ZMI's leadership, and are expected to respect and obey that leadership (Heb. 12:7-10; Prov. 29:10).

Therefore, students are subject to Zion Ministerial Institute jurisdiction while enrolled at or living on ZMI's campus. ZMI reserves the right to take disciplinary action against any student whose conduct, in the opinion of Zion Ministerial Institute, has violated the standard of conduct, or has not been in the

best interest of the student, other students, or ZMI. All ZMI students are expected to abide by the ZMI standard of conduct, and all ZMI rules, regulations, and policies (see ZMI Student Handbook). Appropriate disciplinary action will be taken against any student found to be in violation of the standard of conduct, rules, regulations, or policies of ZMI, up to and including suspension and/or expulsion.

The purposes of discipline are manifold: (1) to protect the community of Christ from the infiltration of sin (1 Cor. 5:5-8; 1 Cor. 15:33); (2) to produce godly sorrow and bring the individual to repentance (Luke 5:32; 2 Cor. 7:10; Rom. 2:4); (3) to deliver from sin, showing fruits of repentance, and establish in the pathway of righteousness (Matt. 3:8; 2 Cor. 7:9); (4) to cause the individual to acknowledge the wrongdoing, as well as the consequences and judgment for the wrongdoing (Psa. 41:4; Psa. 51:4; Psa. 32:5; Hos. 5:15); (5) and to restore, after true repentance, to fellowship and right standing (2 Tim. 2:25; 1 John 1:6-7).

Just as individuals vary in needs and temperament, we recognize that Scripture teaches to tailor the discipline to the individual and the seriousness of the violation, warning some strongly, entreating others softly and with encouragement, but approaching all in meekness and humility, remembering the mercy and grace that has been shown to us (Matt. 6:14-15; Jude 1:23; 1 Thess. 5:14-15). We should always seek to restore, where there has been true repentance, which is shown by wholehearted acknowledgement of wrongdoing, godly sorrow for sin, and a turning away from sin, accepting all judgment and consequences in true humility (Gal. 6:1; Matt. 6:15; Luke 17:3; 2 Cor. 2:7).

Therefore, one or more of the following measures may be taken with an errant student, as deemed necessary and appropriate by the leadership of Zion Ministerial Institute:

- **Warning** - A statement of the regulation with an official warning and expectations concerning future behavior.
- **Probation** - A status allowing the student to remain on campus with particular conditions specified.
- **Suspension** - An involuntary separation of the student from Zion Ministerial Institute for a specified length of time determined by the Chancellor.
- **Withdrawal** - The student is permitted to withdraw without privilege of returning until a time specified by the Chancellor.
- **Expulsion** – An involuntary and permanent separation of the student from the Institute with an appropriate notation on the student’s record of the reasons for such termination. For additional information on disciplinary procedures and the appeal process, contact the Vice Chancellor’s Office.

Christian Counseling Policy

As previously stated, Zion Ministerial Institute reserves the right to offer discipline and correction in a student’s life, to help students to overcome in areas of weakness or struggle, and submit to the authority God has placed over their lives. However, the purpose of Zion Ministerial Institute is to raise up those who are called of God to be leaders and ministers in His Church.

For this reason, ZMI desires to establish godly principles and boundaries in the counseling of students. The leadership of ZMI is not to take the place of or usurp the authority of the pastoral leadership in the students’ home churches. Rather, the desire of the Academic, Administrative, and Pastoral Staff, as well

as the Instructors, is to encourage students to keep open lines of communication with their own pastors, seeking the Lord for direction and guidance under the covering of their home church authority.

If a student desires to involve any member of leadership from ZMI in a matter of spiritual counsel for God's direction and guidance, we ask that the student first ask permission from the student's home pastor, and determine if the home pastor would like to share this responsibility with the ZMI leadership.

CLOTHING

It is required that students dress properly at all times, always maintaining a high standard of propriety and excellence in character.

Modesty

The modern styles are changing, but our modest standards should remain the same. All clothing, whether in class, work duties, recreational times or simple casual wear should cover the body modestly. Do a self-check to make sure nothing "shows" when you move around or bend over. We want to consider others when we dress. The standard should be to direct all eyes to Christ, not to ourselves.

Dormitory Attire

Students are required to be fully dressed or modestly robed in dorm hallways. If not wearing shoes, please wear slippers or socks in dorm hallways. Do not go barefooted.

Formal Dress

The formal dress code is in effect for all ZMI classes, student chapel, and Mount Zion Church services (please refer to Orientation guidelines for Kids' Church). Students should look neat and proper at all times.

Ladies. Formal dress for ladies is a *modest* long dress, or long skirt and blouse. If the dress or skirt has a slit, it must not go above knee level when sitting. Length should cover the knees when sitting. During the colder months we suggest nylons or tights to keep warm. Necklines should be high. No sleeveless dresses.

Gentlemen. Formal dress for men is dress pants, a button-up dress shirt, belt, necktie, and a pair of matching socks. Please, no white socks with formal dress. Suits and sport coats are encouraged.

Recreational/Active Wear

When students are not in class or services, they are free to dress casually. Students should dress appropriately for work, recreation, and evening fellowship times.

- **Shorts:** Loose-fitting, No spandex. Preferred length is touching the top part of the knee when standing.
- **Pants:** Loose-fitting made of knit sweat, parachute or heavy polyester material. No spandex.
- **Shirt:** Loose-fitting T-shirt and/or sweatshirt. Must be **long enough** to stay tucked in or modestly cover during activities.
- Crew **socks**, a pair of gym **shoes** in good condition with laces tied.

- **No** tank tops, sleeveless shirts, spandex tights or clothing with holes or tears. Clothing must not become revealing at any time during recreational activities.

COURTING & ROMANTIC RELATIONSHIPS

Because of the intense, immersive training program at ZMI, becoming involved in a romantic relationship during this time may divide students' focus and ability to fully engage in the opportunities and studies provided through ZMI. We would ask students to prayerfully consider dedicating these two years to the Lord, making Him their only focus and commitment, and purposing not to pursue a romantic relationship during this time.

ZMI is a small, close-knit community. Therefore, the hazards of a romantic relationship with another resident of the ZMI facilities (whether staff, student, or resident) are greatly increased. For this reason, students are not permitted to pursue or engage in any relationship with romantic interest and intent with another resident of ZMI.

Our purpose in this is to protect everyone involved, including the community of ZMI as a whole, and enable each other to maintain pure relationships that honor the Lord by putting Him first and respecting the guidelines laid down by ZMI Administration.

Fellowship Guidelines

We desire to help students develop godly, pure, and balanced relationships with others (Phil. 2:3-5, 14-15). With this in mind, we encourage students to use the common rooms and ZMI classroom for fellowship and study. To help keep you safe and to help maintain pure and godly friendships that honor the Lord and are a good testimony to others, two students of the opposite sex may not be alone in any of the rooms at any time, except public areas such as the dining hall.

Except for married couples, students of the opposite sex may have **no electronic communication** with each other while enrolled and living at ZMI (including, but not limited to text, call, Skype, WhatsApp, Snapchat, Facebook, or any other social media communication).

Additionally, except for married couples, students of the opposite sex should have no physical contact (1 Cor. 7:1).

We ask that you prayerfully consider this matter of obedience and choose to submit this to the Lord, making a commitment to honor Him by obeying and submitting to what is asked of you here at ZMI.

STUDENT FACILITIES

DORMS

Housing

Resident housing is available on a first come first served basis. Dorm rooms are assigned by Housekeeping. All students are to store all possessions in their own rooms. No additional storage space is available on campus. Pets are not permitted.

U.S. and Canadian students must supply their own linens, blankets, pillows, and towels, if arriving by car. These items, however, are provided for students coming from long distances, and arriving by air.

Single Residents. Housing is in dormitory style. Each room provides a sink, bed, workspace, dresser or shelving, and closet. Students are required to keep their rooms clean. Rooms are subject to periodic inspections.

Ample communal bathrooms and shower rooms are provided on each floor. Students must keep their own dormitory bathrooms and showers clean. Housekeeping will post a cleaning schedule in each dorm. Please leave bathroom and shower areas clean and free of clutter. Bathrooms will be inspected periodically.

Dorm phones are provided for incoming calls; outgoing calls may be made using 1-800 calling cards only.

Married Residents. A limited number of married student rooms are available. Each room provides a double bed or two single beds, bathroom, closet, dresser, work space, and sofa.

Family Residents. Housing availability for married students with children is determined on a case-by-case basis.

Maintenance

Dorm room furniture. All items assigned to that dorm room by Housekeeping must be kept in that dorm room. No items may be removed, stored in other rooms, or otherwise disposed of. If an item is not required or desired to be left out, it must be stored in that dorm room's closet.

No items from anywhere else in the building may be brought in to the dorm room without express permission from Housekeeping.

Any damaged (including odors) or stained furniture, fixtures, or linens belonging to ZMI will be assessed by Housekeeping, and may result in reduced or no reimbursement of the security deposit. Irons may only be used with an ironing board, and not on any other surface.

Personal Décor. Students are permitted to bring personal pictures/posters to hang in dorm rooms. However, students must use only **Command Tabs[®] & Command Hooks[®]** to hang on or adhere anything to walls, doors, or furniture.

All personal décor should reflect the values of Christian faith, and adhere to the Standard of Conduct and Commitment. Rooms may be subject to periodic inspection throughout the semester. Any décor deemed inappropriate or not in harmony with the atmosphere at ZMI must be removed.

Food and Beverage. Students are permitted to have food and beverages in dorm rooms; however all food items must be kept in tight-sealing containers to avoid attracting rodents. Any stains or damage to the room or furniture will result in reduced or no reimbursement of the security deposit fee. This may include pest infestation or odors due to improper cleanliness.

No major appliances other than a dorm size refrigerator, microwave, toaster, and coffee maker may be used in student housing. No hotplates, toaster ovens, electric frying pans, or other such utensils are to be used in student housing facilities.

Please eat all cafeteria meals in the cafeteria. School meals are not permitted in student dorm rooms.

Items belonging to the school, such as silverware, mugs, plates, etc. must be rinsed and returned to the ZMI kitchen as soon as possible.

All personal mugs, cups, dishes, utensils, and any other food items are the responsibility of the student, and must be washed and stored in the student's dorm room. Personal items may not be left in the kitchen for others to wash.

Housing & Student Departure During Semester Breaks

Housing During Semester Breaks. Students are not permitted to stay on campus during breaks unless expressly approved by the Chancellor. Students are requested to leave within two days of the semester's completion and asked not to return until the Saturday before the next semester starts. Students who receive permission to stay over semester breaks may be charged room and board, or arrangements may be made to work for room and board.

Departure During Semester Breaks. Over the summer break, students are required to remove all personal possessions from Zion Ministerial Institute at the time of departure. Zion Ministerial Institute will not assume responsibility for students' personal items left on campus. Any personal items left will be considered as donations to ZMI, and will be removed or redistributed at ZMI's discretion.

Security Deposit. The security deposit of US\$250.00 per occupant is due by 15 August with all other fees. This security deposit may be refundable (in whole or in part) based on the condition of the room at the time of the student's departure.

At the end of the Spring Semester (or prior to departure, if a student withdraws from enrollment), all students are required to complete a Dormitory Departure Checklist to ensure the dorm room is clean and has not been damaged beyond normal wear and tear. This checklist must be signed and dated by the student, and left on the clean bed.

After the student's departure, a Housekeeping staff member will review and evaluate the dorm room, according to the Departure Security Deposit Checklist to assess the amount of the security deposit eligible for reimbursement. This checklist will determine the amount (if any) of the security deposit

returned to the student at the end of the academic year, or after moving out. Students will usually receive any eligible reimbursement within 45 days of departure.

PUBLIC ROOMS & FACILITIES

Common Rooms

No food or drink may be taken into carpeted areas, other than the dining room.

Students are encouraged to have times of fellowship together in common/public spaces. However, while students are permitted to study in the dining hall or common rooms, these spaces are not to be co-ed study groups. In other words, either guys or girls may use a common space for study, but may not use the same area to study in a mixed group of guys and girls together.

We strongly encourage students to study in the quiet of their rooms, to maximize focus and productivity. If a group of students (guys or girls) decide to study together in the same space, it should be quiet and focused, not a time for chatting and fellowshiping.

Instruments, Music, and Noise

The Blue Common Room piano and the ZMI classroom piano and keyboard are available for practicing between 8 A.M. and 8 P.M. every day. The instruments and equipment in the main sanctuary are off limits unless given express permission from the music director.

Personal instruments (such as but not limited to guitar or violin) may be used in dorm rooms, but may not be used during mandatory study hours (Mondays & Tuesdays, 6:30pm-9:00pm) or during quiet hours (10:00pm – 7:00am, daily).

Please keep in mind that all dorm rooms may have neighbors, either on the same floor, or on the floors above or below. Because sound travels clearly throughout the building, music (whether recorded, personal singing, or instruments), conversation, and other noise is required to be kept to a reasonable level, and quiet hours must be observed.

ZMI Classroom

The ZMI classroom is located on the first floor of the main building, by the kitchen. This classroom is used for all ZMI courses, as well as ZMI Chapel.

Student Desk Area. Students have assigned seating in the classroom. Please keep the student name card on the desk for the benefit of the Instructors. Because the classroom is also used for other purposes, students should remove personal valuables from the classroom daily. Desk drawers may not be locked.

Beverages are allowed in class. Beverage containers shall be removed from the classroom daily. No food items are allowed during class periods.

Computers and wireless devices in class. Students are required to use a computer for taking notes in class. When class or chapel is **not** in session, students may access the available wireless network. During class, computers may only be used for taking notes. No entertainment, electronic communication, or social media of any kind may be used during class time. Wireless devices and cell phones are prohibited

during class sessions. No recording devices are to be used during class. Skype (or other social/communication apps) may be used **only** with permission to allow a student who is absent for illness to attend the lecture.

Wireless Printer. A wireless printer has been provided for student use to print documents related to ZMI, including chapel messages and song lists. Documents printed for personal use cost US\$0.10 per page, to be paid in the Middle Office “copy tin”.

Laundry Room

The laundry room is open to students in the afternoons and evenings, Monday through Friday, and open to all residents, all day Saturday. The laundry facilities are closed on Sundays. Ladies’ laundry days are Monday, Wednesday, and Friday. Men’s laundry days are Tuesday and Thursday. Please pay 50¢ for each wash load and 50¢ for each dryer load.

Be mindful to remove laundry promptly when cycles are completed, and remove all personal laundry from the laundry room by the end of the same day.



Please purchase **High Efficiency** laundry products. We have HE machines which cannot use conventional detergents. Please label all personal laundry supplies kept in the laundry room. Items not labeled will be used for housekeeping.

Library

Books may be checked out on the honor system, and must be returned by the end of each semester.

Cars & Parking

Students are permitted to have one car per student on campus. They should be parked in the front parking lot only. No student parking is allowed in the back loading dock area, the upper pick-up area in the front of the building, or in the Zion Academy parking lot.

ROOMS OFF LIMITS TO STUDENTS

Offices

All offices are off limits to students unless an appointment is made, or the student is performing office duties. Please request appointments in person or by email with staff members, including ZMI staff, well in advance in order not to distract staff from other responsibilities.

Kitchen

The kitchen and cooler are off limits to students except when performing a duty.

The student refrigerator is located by the back loading dock where students may store their food items. Students are responsible to label and clear out their own food items before the expiration date. All items without names or that are not properly sealed will be disposed of.

At times, extra food items will be available on the snack table, located just inside the kitchen, where students may help themselves.

Storage Areas

Storage rooms and the basement are off limits to students unless they are on duty or accompanied by a staff member, except for the library.

Zion Academy

Both floors of the Zion Academy building are off limits to students at all times. When Zion Academy is in session from 8 AM—3 PM, please do not use the playground area or the Garden of Peace.

EMERGENCY ATTENTION SYSTEM

In the event of an emergency, please proceed to the designated areas listed on the emergency instructions posted on the dormitory doors. An electric bell, located by the kitchen, is used for signaling attention, meals, and emergencies. No unauthorized use of the bell system is permitted.

One (1) ring : Attention.

Two (2) rings: Meal Is Served.

Three (3) rings: Emergency – leave the building immediately.

STUDENT LIVING

TIME MANAGEMENT

The desire of Zion Ministerial Institute is to impart excellence in all areas of the student's life, especially in character, time management, responsibility, and relationships.

ZMI's aim is to prepare students for the ministry. While the ministry is service to God, it is also caring for people. Our desire, as the leadership, instructors, and staff at ZMI, is to prepare students for the many demands, deadlines, and difficulties that come with ministry. Those who embrace the call of God upon their lives will have to deal with people, authority structures, labor, financial crises, and many other situations that will require the wisdom, knowledge, grace, and provision of God. Thus, this intensive, immersive program of study at ZMI is designed to equip students

- To rightly divide the Word of God
- To develop a relationship and discipline of daily seeking God for His will, and committing their way to the Lord
- To be financially upright and responsible, a wise steward of the resources God entrusts them with, while learning a holy dependence upon Him for all that is necessary
- To develop excellence in their studies and communication, being able to clearly explain the hidden truths of God's Word
- To learn obedience and faithfulness to the standards and guidelines that are put in place to help and guard them
- To learn to work under deadlines and manage time wisely, counting time as a resource given by God to accomplish His will
- To this end, Zion Ministerial Institute has implemented policies to aid students in developing these godly and necessary qualities, skills, and disciplines.

Devotions

One of the main reasons for coming to ZMI is to establish a strong, daily, personal relationship with Jesus through prayer, Bible reading, and personal praise and worship. One way this is accomplished is by learning to spend time every day in His Presence, not only bringing Him your needs, but learning to listen in stillness to His soft voice, offer Him personal praise and worship, and feed upon His Word.

For many students, this may be a new discipline, and as such, it will take time and perseverance to establish. We encourage you to begin with committing to manageable times of prayer and Bible reading. The early morning hours, as well as evening hours, can be very special times with the Lord. By beginning your day with the Lord, and committing your way to Him, you have the opportunity to receive peace, wisdom, and guidance for the day.

We have provided a Bible reading plan that will take you through the whole Bible in a year, by reading for about 15-20 minutes a day.

While you may not remember every detail of all the classes in years to come, the results of setting aside time to meet with the Lord every day, of reading His Word and coming before His throne in prayer and

waiting upon Him, will keep you and bear fruit for the rest of your life – and for eternity.

Church Services and Prayer

Students are required to attend all scheduled services at Mount Zion Church, including Adult Sunday school, and mid-week corporate prayer meetings. The Wednesday evening Life Group for ZMI students will be led by Pastor Tucker. Residential students must request permission to miss any service or weekday prayer meeting.

Study Time

ZMI is a very brief, intense training program, during which time management is essential to reap the full benefits of the classes. Students are encouraged to take advantage of this time in ZMI to devote themselves to study (2 Tim. 2:15). To assist students with managing their study time, we have provided scheduled and mandatory study times on Monday and Tuesday evenings from 6:30pm – 9:00pm.

Duties

Students are asked to serve in different ways throughout the semester. This is an opportunity to learn valuable lessons that will stand students in good stead throughout life and ministry. Resident students are assigned duties at the beginning of each term. Duties are posted on the student bulletin board in the ZMI classroom. The appropriate staff will discuss work duties with the students during orientation. Students should be conscientious of their duties at all times.

If a student is unable to perform their duties due to illness they should make arrangements for another student to cover their duties. If a student is not on time to perform his duties, please have a staff member locate them.

Electronic Devices During Duties. If working alone inside the building, students are permitted to use electronic devices, as long as this does not interfere with their performance of these duties, endanger the safety of the student or others, or impair effective and respectful communication with others. If this becomes a problem, the student may be asked to stop using the device.

If working outside the building on any type of duty or work, students are not permitted to use earbuds or electronic devices, as this could jeopardize the safety of the student and others.

Kitchen Duties. All assigned kitchen duties shall be completed immediately following the meal or as determined by the kitchen staff. Dish put-away must be done as soon as the dishes have dried and no later. This includes silverware, cups, and pots and pans.

Electronic Devices & Entertainment

With wireless access to the internet, cell phones, entertainment, Mp3 players, etc., any of us can become easily distracted. Using temperance and self-control, determine to keep your heart in check when considering how much time is spent on activities with little value.

In order to help develop a pure and wholehearted relationship with God, many distractions need to be pruned. To assist with this, students are not permitted to watch any videos, either online, downloaded, or on DVD.

Students should use discretion concerning the music they listen to. Rock music, whether secular or “Christian,” is not permitted. Gambling, fantasy/role-playing, and all electronic games (including video games) are not allowed.

Students are encouraged to keep a good balance of devotions, study, exercise, time outdoors, fellowship, and adequate sleep.

Meals

All breakfasts, Monday—Friday, will be self-serve, and may not be taken to class. Breakfast foods will be available in the Student Pantry & Prep area, next to the ZMI Kitchen.

Meal times begin with two rings of the bell, and food is put away 20-25 minutes from that time. We are unable to take special requests for food items at any time. Because of Life Groups on Wednesdays, the usual self-serve breakfast, and a large mid-day meal will be served, with sandwiches served at 5:00pm.

If students do not wish to eat or will be going out, they should notify the cook by “signing out” on the board in the kitchen, Monday – Friday, **before 9:00 A.M. for lunches**, and **before 1:00 P.M. for dinners**. (Please see section on “Weekends” for additional information.)

If “signing out” and you are on a kitchen duty, please make arrangements to have another student cover your kitchen duty while you are away. Kitchen duties must be done at the scheduled time—not postponed for a later time.

Fasting. We encourage students and staff alike to seek the Lord, and to fast and pray. Fasting is voluntary and should be in obedience to the Lord’s leading, or for the purpose of earnestly and humbly seeking God during a specific period. Occasionally there may be days designated as *voluntary* fasting (but not mandatory). If students desire to fast, they must sign out in the kitchen.

Activity Times

Thursdays, 6:30pm—9:00pm, will be structured student activities, ping pong, or games. Students will take turns in organizing the activity nights. Fellowship with the Body of Christ – and the student body – is also very important to maintain a healthy and balanced life. Occasionally, additional activities will be planned. If students must be absent from recreation time, they must first obtain permission from the administrator. We also encourage the students to take advantage of the paths and walkways, or the exercise room on the second floor, for daily exercise.

Exercise & Safety

Students are strongly encouraged to use the equipment in the exercise rooms, rooms 214 & 215 on the second floor, immediately across from the main stairwell, or to walk in the sanctuary or around the courtyard, several times a week.

Students are also encouraged to enjoy the outdoors for running, walking, studying, and relaxation. Male students may walk on the campus as they wish, but are not to leave Zion’s property on foot. A female student seeking to go for a walk alone may only go as far as the top of the first curve of the road. However, if a female student is accompanied by two or more other students, girls may walk the hill as

desired, but may not leave Zion’s property on foot. Female students are not permitted to walk outside after dark. Ladies, please note that this is for your safety and protection.

Guests

Students must obtain permission before inviting guests to stay at ZMI, by going through Hannah Schrock. If permission is granted, students are responsible for notifying Housekeeping of the dates/times of arrival, meals, and departure of guests. The visitor fees for accommodation and meals are available from Housekeeping and payable to the Business Office. *Specific permission to sit in on classes must be obtained*, and visitors will be responsible to pay the class fee of \$10 per day to the business office.

The students will be responsible for hosting their own guests and for acquainting them with ZMI guidelines. At no time are ladies permitted on men’s floors, nor men permitted on ladies’ floors. This includes visitors. Children are not allowed in student dorms without an adult or permission.

Working off-campus

Due to the rigorous schedule for ZMI students, working off-campus is discouraged. Any student desiring to work off-campus must discuss this with the Chancellor prior to arrival for the semester.

CURFEW

Students must adhere to the ZMI curfew schedule and return to dorm rooms at the specified time. During quiet hours there should be no loud music (or instruments), conversations, or other noise.

Sunday – Thursday	Friday & Saturday	Daily Quiet Hours
Dorm Floor: 9:30pm Lights Out: 11:00pm	Dorm Floor: 11:00pm Lights Out: 12:00am	All Floors: 10:00pm – 7:00am

Sign-Out/Sign-In

The **Sign-Out/Sign-In sheet** is beside the phone in the cafeteria. Students must sign out when leaving the building at any time. When coming back from being out, students must sign back in.

Students need to request permission from the Chancellor or Vice Chancellor if planning to travel beyond Elmira or Binghamton.

WEEKENDS

Students are free to do as they wish on weekends, but must remember they represent Zion Ministerial Institute at all times. Students may go out on Sundays if necessary, but are encouraged to stay in an attitude of prayer during the day and prepare their hearts for services. On Sunday afternoons, we observe quiet hours in consideration of those who may be resting during this time.

Weekend Meals

Please be mindful of the weekend meal schedule. On the weekends, please give the kitchen one full day’s notice if you will not be eating.

Outstations & Work Duties

Outstations are occasionally assigned over weekends. Students must ensure that their weekend duties are covered if scheduled for an outstation, or must be away for any other reason.

Zion Ministerial Institute

WAVERLY CAMPUS

Student Handbook 2018-2019



Waverly, New York, USA

Zion Ministerial Institute Student Handbook

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Disclaimer: No handbook serves to contractually bind Zion Ministerial Institute in any way. Zion Ministerial Institute expressly reserves the right, whenever deemed advisable to (1) change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule, or modify any course, program of study, diploma or any requirements in connection with the foregoing, and (3) to change or modify any policy, handbook, catalog, or publication without notice by Zion Ministerial Institute's governing body. Please be advised that, due to printing deadlines, information in this handbook may be outdated, i.e. changes to regulations, policies, or programs. The most updated handbook is available online through the college management system, Populi, or through the Zion ministerial Institute website, www.zmi.edu.

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ABOUT ZMI

VISION

This is the vision of Zion, to know and delight the heart of our Heavenly Bridegroom through wholehearted, joyful obedience motivated by a single, undivided love for and loyalty to Him.

King David summed up this longing: “One thing have I desired of the LORD, that will I seek after; that I may dwell in the house of the LORD all the days of my life, to behold the beauty of the LORD, and to enquire in his temple” (Psa. 27:4). If this is also our heart, then He will be faithful to bring us, day by day, decision by decision, to the place where we can declare, “Then said I, Lo, I come: in the volume of the book it is written of me, I delight to do thy will, O my God: yea, thy law is within my heart” (Psa. 40:7-8).

PURPOSE

Our purpose is to prepare Christian leaders to be used by God. Our desire is to cultivate godly character within our students and equip them with the necessary tools to maximize their abilities so that they bring forth lasting fruit for the kingdom of God. We seek to prepare our students in three main areas: character, ability, and productivity. Our curriculum offers in-depth courses that are not only theologically sound and Bible-based, but are also anointed and life transforming. The theme verse of Zion Ministerial Institute is John 8:32, where Jesus declared, “Ye shall know the truth and the truth shall make you free.”

STATEMENT OF FAITH

Zion Fellowship accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the following fundamental tenets of faith:

1. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit, who is the Maker and Preserver of all things visible and invisible.
2. We believe in the deity of the Lord Jesus Christ: that Jesus existed eternally with the Father, became Man by the miracle of the incarnation, in no degree ceasing to be God. He is co-Creator of the world and man, the only Savior, and coming Judge.
3. We believe the whole canon of Scripture (both Old and New Testaments), as originally given, to be the inspired and authoritative Word of God, of supreme and final authority in all that it teaches and declares.
4. We believe that all men are lost apart from the saving grace of our Lord Jesus Christ; that sin is cleansed only through personal repentance and faith in the precious blood of the Lord Jesus Christ; that water baptism by immersion should follow receiving Christ as Lord and Savior.

5. We believe that God is well able to preserve us and keep us from falling and to present us faultless before the presence of His glory. However, we can still choose our ways rather than God's and reject the grace of God, losing our eternal salvation. We must continue to walk in the truth.
6. We believe that the redemptive work of Christ on the cross provides healing for the body as well as for the mind, soul, and spirit of man. Christ has an answer for every problem of man, physical or spiritual.
7. We believe that miracles and the gifts of the Spirit are available to the Church today for the edifying and perfecting of its members.
8. We believe that God will visit His Church in the last days and bring multitudes into the Kingdom, preparing us for Christ's Second Coming.
9. We believe that the baptism of the Holy Spirit, as evidenced by speaking in other tongues according to Acts 2:4, is promised to all who desire it, ask for it, and obey God.
10. We believe that everyone will be resurrected (saved and unsaved) and will give an account to the great Judge, whose judgment is final and eternal.
11. We believe that the term "marriage" has only one meaning and that is marriage as a holy institution set forth by God in His Word. Marriage is a covenant relationship between one man and one woman in a single, exclusive union for life, and it is to be a representation of the relationship between Christ and His Church. Any other definition of marriage is contrary to Scripture and to the will of God (Gen. 1:27; Heb. 13:4).

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's biological sex or to otherwise act upon any disagreement with one's biological sex, is sinful and offensive to God.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of the Church.

We believe that marriage is a covenant relationship established by God. We believe that whether the parties are saved or unsaved at the time of marriage, the only situation where it is right to remarry is when one's former spouse has passed away (Rom. 7:2-3). In all other situations, divorce and remarriage to another person is contrary to God's will and purposes.

12. We believe that man should live according to the moral standards set forth in Scripture. This includes: living a holy life; being full of love, joy, peace, longsuffering, gentleness, goodness, faith,

meeekness, and temperance (Gal. 5:22-23). Therefore, we are opposed to: adultery, fornication, uncleanness (including sodomy, lesbianism, bisexuality, bestiality, incest, pornography, and other forms of moral impurity), lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, envyings, murders (including abortion and euthanasia), drunkenness, and revellings (Gal. 5: 19-21; 2 Tim. 3:1-6).

13. We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home; 2) the Church; 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and are governed by His Word.
14. We believe that every Christian, as a steward of the portion of God’s wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully for the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a person has no right to direct the use of the tithe or offering once the gift has been given.
15. We believe that God desires to plant an onward vision within His people, giving us focus and purpose in life. Our vision is reflected in our name – Zion. In the Bible, God spoke of Zion as His dwelling place (Ps. 132:13; Ps 87:2). Therefore, going beyond having right doctrine, an upright life, ministry or good works, our ultimate goal is to have a wholehearted desire and love for the Lord. This will cause us to desire to seek Him, to behold His beauty, to learn to make His presence our home, to win Him and delight His heart (Ps. 24; Ps. 15; Rev.14:1-5, Ps. 27:4, Phil. 3:8).

The vision of Zion is also a progressive vision--having an ever-increasing relationship with Christ, our Heavenly Bridegroom (Heb. 12:22). As we learn to make Christ our one and only desire, and obey Him in all things (Ps. 40:8), He changes us in our spiritual journey so that we qualify to dwell with Him in spiritual Zion.

16. The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

SECTION 2. OTHER MATTERS RELATED TO THE STATEMENT OF FAITH

1. For the purposes of church doctrine, practice, policy, and discipline, our Board of Trustees is the fellowship’s final interpretive authority on the Bible’s meaning and application.
2. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: members of Zion Fellowship, those employed by Zion Fellowship in any capacity, and who serve as volunteers, should abide by and agree to our statement of faith and conduct themselves accordingly.

In particular, Zion Fellowship pastors shall not solemnize any marriages that are contrary to our Statement of Faith.

3. We believe that in order to preserve the function and integrity of Zion Fellowship as the Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that: Zion Fellowship's facilities or assets may not be used to condone or allow any activity that is contrary to Scripture or our Statement of Faith.

Scripture is abundantly clear on God's position concerning homosexuality, transgender, and sexual immorality, as explained in our Statement of Faith. Therefore, Zion Fellowship and Zion Ministerial Institute must uphold God's standards at all times, and will not at any time hire or retain any employee, student, or volunteer who engages in or condones any of these practices.

ZMI CHRISTIAN SYSTEM OF EDUCATION

Zion Ministerial Institute is dedicated to teaching the truth of God's Word, which renews the mind and transforms the heart. God's Word clearly states that the fear of the Lord is the beginning of wisdom, and it is from this biblical basis that Zion Ministerial Institute teaches all subjects. Education is not just teaching that influences the mind, but it also influences the life of each student. It has been said, "Doctrine will determine your destiny."

As such, Zion Ministerial Institute seeks to provide an excellent biblical and ministerial education that honors the Lord, and leads students in the pathway of God to a destiny that glorifies His holy name. This we do by training and equipping the next generation of Christian leaders for a life of service to their Savior, homes, churches, ministries, vocations and communities. Our fervent prayer is that God will keep this Institute true and faithful to His ways and His leading, as well as use this Institute to prepare many to live a life that is devoted to His call.

ZMI CHRISTIAN SYSTEM OF CURRICULUM

The Word of God is the foundation of all that we do and all that we are. Therefore, it is essential for all God's people, but especially for those called to be leaders and ministers of the Gospel, to learn how to study and interpret Scripture: "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" (2 Tim. 2:15).

The word "curriculum" in the Latin refers to a course that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum we seek to place a vision and goal before our students of being transformed into the image of Christ and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. This is the goal of our curriculum.

Zion Ministerial Institute is not concerned with studying the theory, philosophy, or principles of the Christian life. Rather, we approach study of the Word of God as a life changing experience: "For the word of God is quick, and powerful, and sharper than any two-edged sword, piercing even to the dividing asunder of soul and spirit, and of the joints and marrow, and is a discerner of the thoughts and intents of the heart" (Heb. 4:12).

The foundation of interpreting and understanding the Word of God is having a pure heart towards God, of obeying His Word, and submitting to His will. This lays the foundation for the study, interpretation, and application of the Scriptures to real and personal life, not only for ourselves, but also to the nations.

The Bible is the mirror in which our hearts, thoughts, and intents are revealed (James 1:23). The Holy Spirit searches the deep things of God, and leads us into all Truth. As our hearts are revealed through the Word of God, the Holy Spirit brings our lives into line with His standards and will (I Cor. 2:9-11; John 16:13).

Therefore, studying and conforming to the Word of God is an ongoing process in our progressive vision to win Christ and be transformed into His image: “Now the Lord is that Spirit: and where the Spirit of the Lord is, there is liberty. But we all, with open face beholding as in a glass the glory of the Lord, are changed into the same image from glory to glory, even as by the Spirit of the Lord” (II Cor. 3:17-18).

ZMI CHRISTIAN VALUES SYSTEM OF RESIDENTIAL CULTURE

The purpose of the Zion Ministerial Institute Residential Program is to allow the truths and principles learned in class to be applied to our students’ character in their daily lives, view of God, treatment of others, thought life, attitudes, obedience, humility, and faithfulness. There are many distractions and temptations in life that seek to draw one into the world, and conform one to its culture.

However, we are called to be set apart from the culture of this world, strangers in our land, and to become citizens of the Kingdom of God, embracing Christ’s culture (I Pet. 1:17-18; Psa. 39:12). For this reason, we seek to prune all distractions from student life to allow students to focus, through the intense training, on making Christ the Solid Rock, Foundation, and Chief Cornerstone of their lives, measuring all things by Him and the culture of His Kingdom, learning to live a yielded, set apart, and poured out life to Him.

ACCREDITATION & AFFILIATION

Zion Ministerial Institute is not currently seeking regional or private accreditation. The academic focus of regional accreditation does not correlate with the purpose of Zion Ministerial Institute’s ministerial curriculum.

In August of 2004, Zion Ministerial Institute was granted Affiliate Status with ABHE, the Association of Biblical Higher Education, located in Orlando, Florida.

STATUS

Zion Ministerial Institute is a private, residential, co-educational, post-secondary Christian school, owned and operated by Zion Fellowship, Incorporated in the state of New York, in the United States of America. Zion Ministerial Institute holds a state charter classified under section 52.22(b) of the New York State Department of Education, which authorizes vocational instruction in the field of religion. Zion Ministerial Institute is authorized by the State of New York to grant certificates and diplomas of completion in the area of ministerial training. Zion Ministerial Institute does not seek or accept federal or state funding.

ADMINISTRATION

Zion Ministerial Institute is governed foremost by the Lord Jesus Christ and by the guidance, wisdom, and anointing of the Holy Spirit. The Chancellor and Vice Chancellor seek to lead ZMI in obedience to the Lord.

The following is a list of the principal staff who handles the administrative duties at ZMI.

Rev. Robert Tucker, Sr., *Chancellor*
M.A., Regent University
B.Th., Zion Ministerial Institute, NM
Dip.Min., Elim Bible Institute

Rev. David Wallis, *Vice Chancellor*
B.S., Auckland University
Min. Dev. Cert., Faith Bible College

Elizabeth Humphreys, *Admissions & Registrar, Bursar*
Course Evaluation Administrator
*M.T.S., Zion Christian University
B.S., Roberts Wesleyan College
B.Th., Zion University
Dip. Min., Zion Ministerial Institute, NY

Josiah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Leah Baldwin, *Course Evaluator*
Dip. Min., Zion Ministerial Institute, Waverly

Rebecca Blodgett, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Denise Miller, *Course Evaluator*
*M.T.S., Zion Christian University
B.S., Liberty University
A.S., Corning Community College
Dip. Min., Zion Ministerial Institute, Waverly

Hilary Sigsby, *Course Evaluator*
M.T.S., Zion Christian University
B.F.A., Wayne State University
Dip. Min., Zion Ministerial Institute, Waverly

Leslie Sigsby, *Course Evaluator*
M.Ed., Wayne State University
B.S., Wayne State University

**Indicates a Candidate for*

ADMINISTRATIVE RESPONSIBILITIES

Chancellor: Rev. Robert Tucker, Sr., with the Vice Chancellor, Rev. David Wallis, oversees all aspects of ZMI and makes all the major decisions regarding ZMI.

Vice Chancellor: Rev. David Wallis is responsible for providing direction and leadership in accordance with that set in place by the Chancellor, in the absence of the Chancellor.

Registrar: Elizabeth Humphreys is responsible for maintaining accurate, secure academic records for former and current students. The basic responsibilities of the Registrar are to initiate and manage academic processes including, but not limited to, registration, academic standing, readmission, grading, and graduation; provide transcript service for current and former students; evaluate and articulate transcripts from other schools; and establish (in consultation with the Chancellor and Vice Chancellor) policies, procedures, and processes.

Bursar: Elizabeth Humphreys is responsible for maintaining the financial records and student accounts.

Admissions: Elizabeth Humphreys is responsible for guiding prospective students through the admission process.

Course Evaluation: Elizabeth Humphreys is responsible for overseeing the grading of student assignments with a team of qualified graders. To assist in meeting the required deadline for course work evaluations of two-weeks after the end of class, a course evaluator is assigned to grade the coursework. The Course Evaluator is responsible to the Registrar & Chancellor.

Student Advisors: Elizabeth Humphreys is responsible for reviewing learning progress for students on a regular basis, and communicating with students as needed, as well as aid student questions regarding academic issues, policies, and instructions.

CONTACT INFORMATION

Zion Ministerial Institute's 170-acre campus rests at the top of Glory Hill, surrounded by secluded meadows and woodland. Waverly, New York, is a small community located on the New York/Pennsylvania border, adjoined by Athens and Sayre, Pennsylvania. When driving, Syracuse and Rochester are two hours north, and New York City is roughly four hours east. The closest regional airport is Elmira-Corning Airport (ELM), only 25 minutes away; the closest international airport is Syracuse (SYR). Local cities offer opportunities to enhance studies in public and university libraries, including Cornell University in Ithaca, and SUNY in Binghamton.

Mailing address:
Zion Ministerial Institute
PO Box 70
Waverly NY 14892-0070
USA

Physical shipping address: (UPS & FedEx only)
Zion Ministerial Institute
241 Glory Hill Rd., #70
Waverly NY 14892-9801
USA

Phone Number: (607) 565-2801 x212
Fax Number: (607) 565-3329
Website: www.zmi.edu

Zion Ministerial Institute departments may also be contacted by e-mail at info@zmi.edu.

Student Arrivals:

ELM is the preferred airport, and Greyhound bus service has a convenient drop-off location at the Terminal Barber Shop in Waverly. Call or email us to let us know your arrival information.

Mail and Shipping:

Letters may be placed in the mailbag located in the Middle Office. Mail is picked up Monday through Friday. Incoming mail is delivered to the mailboxes located next to the laundry room.

When expecting mail or ordering items online to be delivered, please be careful to determine the method of delivery and use the appropriate address.

For postal mail through USPS:

[Student Name]
Zion Ministerial Institute
PO Box 70
Waverly, NY 14892

For UPS and FedEx shipments

[Student Name]
Zion Ministerial Institute
241 Glory Hill Rd., #70
Waverly, NY 14892

Please include your name AND “Zion Ministerial Institute” in shipments to you.

Phone System

Students may make outgoing calls from their dorm hallway by using a (toll free number) calling card. Students may not use the paging facility, or use the phone system to call other phones in the building unless a student is paged by staff.

Important phone numbers: to reach our offices, use the following numbers:

- 9 A.M. to 5 P.M., M—F , call (607) 565-2801.
- After 5 P.M. and on weekends and for any **time-sensitive matters** call (607) 565-7142.
- Our fax number is (607) 565-3329.
- We can be emailed at registrar@zmi.edu, checked during business.
- Students may receive calls on their dorm floors:

Men’s dorm (607) 565-3792

Ladies’ dorm (607) 565-3794

ZMI POLICIES

INTEGRITY OF SCHOLARSHIP

Zion Ministerial Institute recognizes the principles of truth and honesty as being absolutely essential. Students must rigorously follow these principles in all course work, including assignments and examinations. By signing the Enrollment Agreement, the student agrees to abide by these principles. Zion Ministerial Institute requires students to complete all course assignments without unauthorized help from others. Cheating or plagiarizing in any form is sufficient grounds for suspension and/or academic dismissal from Zion Ministerial Institute. If students are suspected of cheating or plagiarizing, they will be notified immediately by administration. Each case will be carefully reviewed and could result in academic dismissal.

ACADEMIC WARNING, PROBATION, & DISMISSAL

Students are expected to successfully complete fifteen (15) weeks of courses per semester. In addition to this, Zion Fellowship and Zion Ministerial Institute host a Pastor's Seminar each semester for an additional week (for a total of 16 weeks per semester), in which students participate through the tasks involved in successfully running the seminar and providing for the needs of guests. Students must maintain a grade point average (GPA) that insures satisfactory learning progress for each semester.

Because the Ministerial Training Program requires 64 non-elective credits to graduate, and offers 16 non-elective credits per semester, students who fail any course will be required to retake that course or complete further assignments, at the Chancellor's discretion, to receive a passing grade and credit for that course, necessary to be eligible for graduation.

Students' scholastic status will be checked frequently throughout the semester. The following policy will be used to determine scholastic status:

Essential Core Policy

The Essential Core courses are key to explaining, understanding, and imparting the vision, doctrine, and ethics of Zion. To be a candidate for graduation with a Diploma in Ministerial Training from Zion Ministerial Institute, students must demonstrate satisfactory understanding and applied learning in the areas of Zion doctrine, vision, and ethics. Therefore, students may not graduate without passing these courses with a minimum course grade of C. Any student who does not pass an essential core course with a minimum grade of C will need to either retake the course or complete further assignments, at the Chancellor's discretion, to show clear understanding and applied learning of the course material, prior to graduating.

International Students

In compliance with SEVIS requirements, all M-1 visa students must show satisfactory progress in all classes. International students studying on an M-1 visa are required to maintain full-time status, which means no non-elective courses may be dropped or failed during the semester.

All Essential Core courses must be passed with a minimum grade of C, and all other courses must be passed with a minimum grade of C-, while maintaining a minimum Grade Point Average (GPA) of 2.0 every semester with no NC (no credit), W (withdrawn), NP (no pass), I (incomplete), or F grades on the transcript.

Zion Ministerial Institute will fully support all international students in their attempts to maintain M-1 student status by passing all courses satisfactorily. At the discretion of the Chancellor, any student who either falls below the required minimum GPA or who receives a course grade lower than C- will work directly with the assigned student advisor, who will evaluate and appropriately address the student's needs, providing any necessary monitoring and progress reports, supervision, tutoring, or mentoring required to enable the student to succeed at ZMI.

Students who either do not follow the requirements of the student advisor or are unable to show satisfactory improvement and progress, may fall out of M-1 student status, be dismissed from the school, and have their SEVIS record terminated, requiring the students to leave the country immediately. SEVP has a zero (0) day policy, meaning students who fall out of status have no grace period to remain in the United States.

This would result in the affected students' having to file for reinstatement from the country of citizenship, which is a long, costly process, and may be denied by U.S. immigration.

Academic Warning

When a student initially fails to pass appropriate credits during the semester, the student will be placed on academic warning. When a student's grade point average for a semester is below 2.00, but the cumulative average is above the academic scale requirement, the student will be placed on academic warning for the following semester. Academic Warning is recorded on the student's academic record.

Academic Probation

When a student's cumulative grade point average falls below the appropriate level of good standing on the academic scale, the student will be placed on academic probation for that and/or the following semester. Any student who fails to maintain a 2.00 average in a semester, and/or repeatedly fails to pass appropriate credits, and/or does not show satisfactory progress may be placed on academic probation. Academic probation status is recorded on the student's file. If a student's grade point average is above the academic status scale for the probationary term, but the cumulative average is still below the academic status scale, or the student fails to pass appropriate credits, the student will continue on academic probation.

Removal from Academic Probation

Students will be removed from academic probation at the end of the semester when their cumulative grade point average and semester grade point average meet the academic status scale and/or they show appropriate progress toward passing required credits.

Academic Dismissal

Students on academic probation whose grade point average for the probationary semester falls below the academic status scale are subject to academic dismissal. Students whose cumulative grade point average meets the academic status scale, but fail to pass appropriate credits for two consecutive semesters, or who have failed to make satisfactory academic progress after being placed on academic probation, are also subject to academic dismissal. When applying for readmission, students may be asked to present evidence of potential academic success.

WITHDRAWAL FROM ENROLLMENT

Students may withdraw from enrollment at any time. Students who desire to withdraw from enrollment must follow the official Withdrawal Procedure as follows:

1. Notification to the Registrar's Office by means of a written letter or email. The Registrar's Office will return an Official Withdrawal Notice to the student, which must be completed and signed by the student in order to make the withdrawal request an "Official Withdrawal". The withdrawal date will determine the amount of refund given to the student, if any.
2. All financial obligations are satisfied. Students who fail to meet financial obligations will not receive academic transcripts.
3. The student's transcript will then reflect official withdrawal, "W". Any student who withdraws without meeting the above criteria will be considered as having an unsatisfactory withdrawal. As a result a "UW" will be permanently noted on the transcript.
4. The student's possessions must be removed from campus within 10 days of withdrawal, unless other arrangements have been made with the Chancellor. Zion Ministerial Institute is not responsible for any personal items left on the campus. Any personal items that are left will be considered donations and will be redistributed or discarded at the discretion of Zion Ministerial Institute.

Family Rights & Privacy Act

Zion Ministerial Institute is in compliance with the Family Educational Rights and Privacy Act. This Act is designed to protect the privacy of educational records, establish the right of students to inspect and review their records, and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures of the Act.

Student Complaints

If students have complaints regarding their coursework, living or classroom arrangements, administration, course instruction, or any aspect of their involvement with Zion Ministerial Institute, they should contact the Registrar's or Vice Chancellor's office. Informal complaints can be discussed in person or over the telephone. However, in order for a formal complaint to be filed, the student must send a written complaint to Zion Ministerial Institute by email or postal mail. All complaints are carefully examined by the Administration staff. Students will receive a written reply within 45 days of the date that the complaint was received.

GENERAL PROGRAM INFORMATION

CURRICULUM

One of the most important aspects of a college or university is its curriculum. Even more important than how we teach is what we teach. The content of a school's curriculum is far more important than the methods of instruction.

In Matthew 5:19, the Lord Jesus Christ expressed the importance of what we do and what we teach others to do: "Whosoever therefore shall break one of these least commandments, and shall teach men so, he shall be called the least in the kingdom of heaven: but whosoever shall do and teach them, the same shall be called great in the kingdom of heaven." Teachers, ministers, and educators are held accountable for what they teach others. Therefore, by God's grace, we must always seek to teach and preach the pure, unadulterated, and undiluted Word of God.

The faculty and staff of Zion Ministerial Institute are committed to a Biblically based, Holy Spirit-inspired, and Christ-centered curriculum. We have designed our curriculum to not only impart the knowledge of God's Word to our students, but also to enrich their devotional and spiritual lives as well.

The word "curriculum" in the Latin refers to a racecourse that has a clearly defined finish line and goal. It literally means "to run a race." Habakkuk 2:2 says, "... Write the vision, and make it plain upon tables, that he may run that readeth it." Through our curriculum, we seek to place a vision and goal before our students of being transformed into the image of Christ, and being filled with the knowledge of His Word and the power and anointing of His Holy Spirit. It is not enough to know the Word of God; we must put it into practice and reflect the beauty and nature of Christ in everything that we do. That is the goal of our curriculum.

CREDIT HOUR SYSTEM

As a vocational institute, and in accordance with government requirements through the US Student and Exchange Visitor Program (SEVP), Zion Ministerial Institute defines one credit hour as a minimum of eighteen (50-minute) hours of instruction, with approximately thirty (50 minute) hours of homework, for a total of 48 (50 minute) hours of study per week.

COURSE WEIGHTING

The following grading scale is used for *most* classes in calculating the final scores and alphabetic grades:

Attendance	Attendance & Notes	20%
Required Reading	Textbook Questions, Chapter Summaries, Personal Applications	20%
Formal Writing Assignment	Essays, Sermon or Teaching Outlines, Formal Discussions	35%
Other Assignments	Class Specific	25%

METHOD OF STUDY

Ministerial Training has many advantages. Courses are scheduled progressively over two (2) distinct academic years, consisting of four (4) unique semesters, to train students in thorough biblical knowledge and understanding, in-depth character studies, aspects of ministry and leadership relating to the local church, and character building.

Courses at Zion Ministerial Institute are presented using the “block system”, in which each one-credit course is taught in five (5) days with approximately eighteen (18) hours of instruction, and each half-credit course is taught in two and one-half (2.5) days with approximately eight (8) hours of instruction. The homework for each course is due by 11:00pm the Saturday following the end of class. Therefore, students complete all coursework associated with the class(es) for that week, and have Sunday, spent as a day of rest and worship to the Lord, to be refreshed for the following week.

The block system enables one class to be taught at a time, allowing students to be fully immersed in each course, without having to divide time and attention among several classes at once. Many of our instructors are seasoned pastors and missionaries from Zion Fellowship’s local churches and mission fields. The course schedule enables these instructors to be resident on campus for the duration of their classes, which allows students the best opportunity to learn from their lives and ministries. Their wealth of ministry experience from all around the world makes for dynamic, Spirit-filled lectures. Weekday mornings are used for classroom instruction; afternoons and evenings are reserved for studying, hands-on practical ministry, worship services, and recreation.

Ministerial Training also has challenges. It requires an increasing and deepening dedication to an ongoing relationship with Jesus Christ, discipline, time management, and dedication to studies. We encourage students to be diligent in their studies, even as Paul exhorted us in 2 Timothy 2:15: *“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”*

The following are suggestions that others have found helpful for being a successful student at Zion Ministerial Institute:

- 1) After receiving the semester schedule and duty list, and chapel rotations, prayerfully make a workable schedule for each day of the week, allowing ample time for devotional prayer, personal worship, and Bible reading. If you are unsure how to do this, please see your student advisor for assistance.
- 2) Prepare a system of directories or folders on your computer for each course scheduled for that semester. Keeping courses organized assists the student in research.
- 3) Develop a daily study plan. It may be necessary to prioritize your schedule and cut out some leisure activities that will keep you from meeting your goals.
- 4) Find a comfortable place to study with the least distractions possible.
- 5) Try to avoid interruptions when you are studying, but make sure to take necessary breaks to aid concentration. It has been suggested that 45 minutes of study with a 10-15 minute break is sustainable and effective. Let others know your study schedule and ask them to respect your private study time.

- 6) Try to prayerfully apply the course content to your life while you are studying for maximum retention.
- 7) Develop good reading skills through concentration and focus. Pause frequently to review in your mind what you have just read. Read it again if necessary. Take notes of the most important points or underline them.
- 8) Do not be afraid to ask for help. Write down any questions you have about the course content or other questions and bring them to the instructor or teaching assistant.
- 9) Make some time for social activities in groups. Maintaining a well-rounded, balanced personal life develops a mature student.

COURSE TEXTBOOKS

The course textbooks utilized by Zion Ministerial Institute were written by the ZMI faculty, who are comprised of primarily ordained ministers with a wealth of spiritual experience and a rich anointing from God upon their lives. Textbooks may be purchased from Zion Christian Publishers online at: www.zcpublishers.com. Students may enter ZMI's Waverly address and request "local pick-up" to avoid shipping charges. Students will receive a confirmation email when the order has been processed and books are ready for pick-up at their mailboxes.

All textbooks for the semester must be purchased prior to the first Monday of the semester. If students prefer, Zion Christian Publishers also sells Kindle readers pre-loaded with all the Zion e-books required for the two-year course of study.

ZMI EDUCATIONAL EXPECTATIONS

ATTENDANCE

Attendance is taken prior to the start of class at 8:00am each day. Students should be seated at their desks, with their computers and work area ready to begin before 8:00am.

Tardiness

Being tardy hinders the student's ability to learn, and the teacher's ability to teach effectively. In addition, tardiness disrupts the entire classroom. When the teacher signals the beginning of a class period, students are expected to be in their seats, prepared and ready to learn, with all required materials available. Students who are not seated and ready to begin class by 8:00am, or arrive after the Instructor has begun speaking, are considered tardy. This includes returning to class from break.

A total of 25 percentage points may be deducted from the Attendance Grade per course for tardiness. Each day a student is tardy, 5 points will be deducted from the Attendance Grade for a one credit (5 day) class, and 8.33 points will be deducted for a half credit (3 day) class. Tardiness from breaks may be noted and calculated into the attendance grade.

Absences from Class

This constitutes *any* absence for which the appropriate dean or administration received no communication, or absences which were not approved by the administration. Unexcused absence from class will result in a deduction of 20-40 percentage points from the attendance grade *per day*.

In the event of illness, students must contact **Hannah Schrock** by 7:30am to receive an excused absence. Students who may become ill during class and need to be excused from class must notify **Hannah Schrock** immediately upon leaving class to receive an excused absence.

Students who must miss class due to illness (after having reported the illness) will need to make up the missed lecture and/or review the day's lecture through another student's notes. However, another student's notes may not be submitted for the "Class Notes" Attendance assignment.

*If the designated contact is away or unavailable, students must contact the Registrar.

STUDENT CHAPEL

Chapel Class Period: **8:00-8:50am** | Worship: **12-18 minutes** | Message: **15-20 minutes**

The purpose for chapel is to give each student practical experience in these two vital aspects of the ministry and to prepare them for future ministry opportunities, as well as a unique opportunity for the Lord to speak His message directly to the student body. Many times, the Lord has a specific theme or message that He communicates throughout the semester through the student messages, worship, prophecy, as well as class lecture.

Students are required to attend all Student Chapels and participate in chapel as scheduled. Chapel lasts a maximum of 50 minutes. The students are scheduled on a rotation to preach and to lead praise and

worship. The schedule for the preaching and worship leading will be posted in Planning Center Online (PCO), and scheduling notification will be emailed to appropriate students as reminders from PCO. The chapel rotation will be posted on the classroom bulletin board.

The scheduled worship leader shall enter the song list into PCO by 5:00pm two days prior to the scheduled chapel service. Rehearsal for the assigned chapel service shall be from 1:00pm – 1:30pm, in the ZMI Classroom, the day prior to the scheduled service.

When preparing sermons, students are not permitted to ask staff for assistance with transferring, converting, or printing files. Students may request help from the Teaching Assistant with questions, or in the final preparation, review, proofreading, or practicing of their messages. Students shall use their own resources such as illustrations, object lessons, and other related items in order to prepare their messages. If messages need to be printed, please use the wireless printer in the ZMI classroom.

MINISTRY CLASSES

- **Elderly Ministry**
- **Children’s Ministry**
- **Worship Team**

Each of these ministry classes are semester-long classes. Each student will be scheduled to participate in both Elderly Ministry and Children’s Ministry one (1) time per month. Those students who are on the Mount Zion Church Worship Team will also be scheduled a minimum of one (1) service per month. Students may also be asked to participate in the Mount Zion Church Youth Group, Overcomers, on occasion. This should not conflict with other scheduled services.

OUTSTATIONS

Occasionally there may be opportunities for students to gain practical ministry experience in different areas of ministry through outstations to local churches, such as teaching, preaching, leading worship, giving a testimony, presenting special music, etc. All students are expected to participate in these opportunities when assigned, though not all students may be able to be assigned.

Outstation Assignments

Outstation assignments will be made as early as possible in the semester. Consideration will be made for individual giftings and preference when possible. Students should speak with the Registrar concerning their interests, as well as any problems that may arise due to scheduling.

If a student is contacted by another church to participate in a service, please speak with Elizabeth Humphreys regarding this prior to accepting.

Pastors’ Seminars (Conventions)

Pastor’s Seminars (otherwise known as our bi-annual Conventions) are a requirement, each semester, for all students, including matriculating, audit, residential, and non-residential students. These seminars present an opportunity for students to learn from seasoned and proven ministers of the gospel, from our board members to visiting missionaries. Students are also expected to serve in many different

capacities during the seminars, to create a welcoming atmosphere for our guests, and to assist the staff in the running of the convention and facilities.

ZMI CLASS POLICIES (AS APPEAR ON ALL SYLLABI)

1. Regular and punctual attendance is required. Attendance is taken at every class. If the opening song or class has begun before the student arrives (including resuming after class breaks), he or she is considered tardy.
2. Students are responsible for taking thorough notes (if absent, the student is responsible for completing missed audio and/or obtaining class notes from a fellow student, although all notes submitted for the assignment grade must be unique to the student, and not copied from anyone else). When taking notes, consider that these notes may themselves be used as the basis for teaching one day.
3. When discussion is called for, students are expected to participate, engaging in dialogue to further the understanding of the subject as a group. Students are expected to be respectful and courteous at all times, never demeaning, rude, or condescending in discussion or disagreements. Unacceptable behavior will not be allowed.
4. Students are expected to act with academic integrity at all times. This includes, but is not limited to, the following:
 - a. Turning in another's work as the student's own is prohibited.
 - b. Correctly and appropriately citing the work of others is required – this means any idea, whether a direct quotation, paraphrase, or summary, that has not originated from the student. Any specific information, data, or idea that the student obtained from an outside source, and which was not properly cited (both in-text and on Works Cited page) is considered plagiarism.
 - c. Cheating will not be allowed. This may include, but is not limited to, making use of resources not permitted on an assignment; enabling another student to do so; or attempting to learn the questions or answers to assignments before the allowed time; or using the work of another student to complete an assignment.

Students with known learning disabilities who need scholastic accommodations or modifications must contact the Registrar and indicate the assistance needed in writing prior to the beginning of class.

GRADING SYSTEM

The following grading scale expresses the levels of scholastic achievement upon which submitted work is evaluated. Please note this is based on a 4.0 grading scale.

Letter Grade	Numerical Equivalent	Grade Point Average	Standing
A+	100	4.00	Exceptional
A	96-99	4.00	Honor
A-	93-95	3.70	Honor
B+	90-92	3.30	Good
B	87-89	3.00	Good
B-	84-86	2.70	Good
C+	81-83	2.30	Satisfactory
C	78-80	2.00	Satisfactory
C-	75-79	1.70	Poor, but passing* **
D+	73-74	1.30	Unsatisfactory, but passing* **
D	71-72	1.00	Unsatisfactory, but passing* **
D-	70	0.70	Unsatisfactory, but passing* **
P	70 and above*	0.00	Pass*
F	69 and below	0.00	Failure
I		0.00	Incomplete
W		0.00	Official Withdrawal
UW		0.00	Unsatisfactory Withdrawal

A minimum grade of "C" is required for transfer credit

*Except where a minimum grade of "C" is required

**Raises concern about the student's satisfactory learning progress

COURSE EVALUATION

Course work will be evaluated for clarity and organization, knowledge of original content, demonstration of original thought, ability to draw sound conclusions and support with authoritative evidence, grammar, punctuation, and proper MLA citation. While points will not be deducted for disagreement with an idea being conveyed, all essays must substantially support their argument with proper research, Scriptural validation, and sound reasoning, as well as demonstrating understanding of the course content and accurately meeting the syllabus requirements. Course work will be carefully graded upon set criteria as outlined below:

Grade	Content	Structure, Syntax, Style
100% (Exceptional) A+	Skillfully evaluates information gathered;	Content is well organized and flows smoothly and naturally;
95-99% (Honor) A, A-	demonstrates independent thought and ideas; exhibits a depth of knowledge based on research; clearly articulated; viable conclusions	Clear intro, body, and conclusion; essentially error free; presentation is neat and professional; proper citation; excellent command of English
86-92% (Good) B+, B, B-	Content is fairly clear and accurate; some independent thought evident; good awareness of issues and knowledge; offers solid but less accurate reasoning and detail; contains some appropriate details and/or examples	Content is organized and flows; Some minor errors; rare major flaws; generally clear and concise; essay looks neat; minor errors in citation; good command of English
78-83% (Satisfactory) C+, C	Average awareness of issues and display of knowledge; content somewhat vague; some signs of logical organization; generally acceptable conclusions	Generally coherent; Several minor errors; occasional major flaws; several minor errors in citation; lack of defined focus; relatively good command of English
75-77% (Poor, but passing* **) C-		
70-74% (Unsatisfactory, but passing* **) D+, D, D-	Difficulty demonstrating understanding of issues; limited clarity and logical organization of thought; insufficiently supported conclusions; off topic	Somewhat coherent; unclear focus; numerous minor flaws; several major flaws; several errors in citation; understandable but inconsistent command of English
Below 70% (Fail) F	Demonstrates lack of knowledge and grasp of subject, insufficient reasoning, undeveloped and unsupported ideas	Often incoherent; numerous minor flaws; numerous major flaws; poor command of English

GUIDELINES SUMMARY FOR FORMAL WRITING ASSIGNMENTS

Learning to write clearly is a skill that will aid you for many years to come. This is especially true in regards to church ministry. The following are some general steps involved in writing a good theological essay:

Requirements: Read the assignment description and identify the main points that the syllabus is asking you to discuss. This can make the difference between a confusing and a well-written essay. It helps to write down the specific requirements of the essay before you start to write and continually refer back to them to ensure that you have met each requirement. Each writing assignment will be examined to see if you have met the specific requirements of the syllabus and points will be deducted for each requirement that is not fully met.

Research: It is vital that you properly research the assigned topic using (at a minimum) Scripture, as well as the required and recommended reading in order to present a proper depth of knowledge. While you are not expected to be an expert in the subject, you do need to have a proper background in the subject that is only achieved by thorough reading of the textbooks, Scripture, and other reference books. Each essay should include at least two (2) direct quotations, as well as paraphrases (as appropriate), from the required reading, as applies to the assigned topic. Points will be deducted for failing to provide appropriate scriptural and authoritative support for doctrinal statements and conclusions drawn.

Approach: The essay should be approached as a formal line of reasoning, in the third person and past tense, for the purpose of persuading your reader with authoritative evidence and strongly supported conclusions.

While exhortation may be appropriate occasionally, formal writing assignments should refrain from exhorting or preaching at the reader. Exhortation should not take the place of fully developing, explaining, and supporting truth in your own words. Only personal/universal application of truth should use second person plural (We, Us, Our) in order to avoid “preaching” at the reader.

- Example: “Believers must realize that understanding spiritual truth only comes by faith, and faith is only given to a believing heart.”
- Example: “We must labor to enter into the rest of God by laying down our own plans and mindsets, and ceasing from our own works, learning to lean upon our Beloved as He leads us.”

Be concise in using Biblical examples and accounts. For example, rather than repeating the narrative and explanation of the whole story, concisely describe how the biblical example applies to the main point being developed, citing Scripture references.

Points will be deducted for inconsistency in tenses (e.g. past tense vs. present tense), unnecessary or distracting narrative or explanation, exhortation or preaching, or lack of focus and authoritative support for persuasive reasoning.

Thesis Statement: It is important that you develop a concise idea that conveys what will be discussed through the essay and present it as the last sentence of the opening paragraph. The thesis statement should identify the main points to be developed in the essay, in the order in which they will be

addressed. This is the evaluator's "roadmap" and "checklist" for grading the essay. The purpose of the rest of the essay will be to prove and defend that thesis. Points will be deducted for no thesis statement or thesis statements that are unclear or too general.

Outline: Sketching out the skeleton of your essay before you start writing the rough draft can be very helpful in preventing you from getting stuck on tangents that do not properly support your thesis statement. Adding each of the assignment's requirements from the syllabus to the outline can also help you ensure that the requirements are fully met. Points will be deducted for failing to fully develop or digressing significantly from the main points of the thesis statement and the syllabus requirements.

Introduction: Develop an opening paragraph that will not only introduce the reader to your subject, but set the scope or boundary of your subject, and will grab the reader's attention, leading him into the essence of your argument. The introduction should show why the subject is important, applicable, relevant, or interesting to the reader. Points will be deducted for unclear or inadequate introduction; points will also be deducted for too broad or lengthy introduction, relative to the length and scope of the paper (i.e. a 3-5 page paper should have a strong, clear introduction of one third to one half page in length).

Body: Each paragraph should relate directly to and support your thesis statement. Provide supporting evidence in the form of reasoning, logical evidence, scriptural examples, and citations in a clear and sensible presentation. For further information, please refer to ZMI Writing Guidelines 2014. The following link may also aid understanding this process:

<https://www.olchs.org/assets/documents/Transitions-Two-In-One.pdf>

Please note, each paragraph should fully develop *one* main idea, with a minimum of three complete and clear sentences. Logical flow and good transitions between paragraphs is essential for the reader to clearly understand and follow the progression of the essay. Points will be deducted if paragraphs digress from the main point/thesis statement being developed, fail to adequately develop the idea being presented, or fail to demonstrate logical organization and flow.

Conclusion: No new ideas should be presented in the conclusion; however, the conclusion should not simply be a restatement of your thesis statement or main points. Instead, the conclusion should be treated as the last opportunity to make an impression upon the reader. Therefore, without offering any new evidence, present the reader with a short summary of your thesis argument, with perhaps a memorable thought, quotation, or call to action that the reader can walk away with. Points will be deducted for inadequate, abrupt, or disconnected conclusions, or for conclusions that present new information which should have been included in the body of the essay.

Language: An essay or theses is considered formal prose and should not follow the structure of or sound like informal, spoken English. Use of language should reflect the voice and personality of the writer, rather than the textbook or instructor, while conforming to the structure of formal prose. Using direct, active language will help to keep the flow and pace of the essay. Points will be deducted for use of contractions (making two words into one: it's, you're, he's, etc.), informal or narrative style, or unnecessary wordiness and repetition that weaken the impact of the essay (i.e. "fluff").

Quotations & Citations: To avoid any issues with plagiarism, it is important for students to provide proper quotations and citations for information taken from other resources. Quotations should always be introduced to show why the quotation is necessary to the discussion and development of the thesis statement. Do not let a quotation “stand alone,” or expect the reader to make sense of it for himself.

Direct quotations, including Scripture, should account for no more than 15 percent of the length of the essay. In other words, for a five (5) page essay, direct quotation from Scripture and textbooks should not be longer than $\frac{3}{4}$ of one page.

Block quotations (more than four complete lines of text) should be rare – no more than one (1) per essay – and must contribute directly and substantially to the overall focus of the essay, not used as “filler” to fulfill the page requirements.

See the Zion Ministerial Institute MLA Style Guide for further discussion of quotations and citations. Points will be deducted for inadequate or improper citations, as well as unnecessary or too many quotations.

MLA: Essays must be formatted according to the standards of the Modern Language Association (MLA). Please refer to the MLA example in your course syllabus, as well as the Zion Ministerial Institute MLA Style Guide or *MLA Handbook for Writers of Research Papers* (7th Edition) by Gibaldi.

Evaluator Comments: *Pay close attention to the evaluator comments on your returned assignments and rubrics.* It is important to receive and incorporate feedback and corrections from course evaluators throughout your studies at ZMI. The evaluators may deduct an increasingly higher number of points if it is observed that you are not addressing their comments. If comments or corrections are unclear, please email the Registrar at registrar@zmi.edu to request an appointment to discuss specific concerns.

For further information and help on writing, see “ZMI Writing Guidelines 2014.”

POPULI: ONLINE COLLEGE MANAGEMENT SYSTEM

Staying informed throughout the semester is very important. We communicate constantly with both students and instructors throughout the semester, regarding updating information, answering questions, announcements, changes, etc. Populi is our online College Management System. Populi will be essential to receiving and responding to all ZMI communications, Class Materials, Assignment Submissions, etc.

Students must log in to Populi at least twice a day, once in the morning, and once in the evening, to check for announcements, updates, changes, etc. All course materials and booklists will be found in the designated course through Populi. All assignments will be submitted through Populi, with specific instructions for each assignment.

It is also necessary for students to check ZMI email at least twice a day, once in the morning and once in the evening for more extensive or detailed communications.

COURSE MATERIALS

Students must log in to Populi to retrieve course materials, download required files, and review required textbooks through the course Info page. The course will be made available to each student the Friday prior to the beginning of class through Populi.

ASSIGNMENT SUBMISSIONS

Assignment Submission Instructions

Students are advised to complete assignments, including discussions and review questions, in a Word document saved to the laptop hard drive, in the event that the internet connection is lost while completing the assignment. It is also advised to back up to an external drive frequently, not just the cloud, in the event that wifi is unavailable.

Log into Populi. On the home page, find the course section on the lower right and click on the appropriate course page.

File Type Assignments:

- Once in the course page, click on the “Assignments” tab.
- Click on the name of the desired assignment to upload; i.e. “Unit 3: Essay.”
- Click on “Attach a file,” then click “Browse” to locate the assignment.
- If applicable, enter any message or notes required for assignment.
- Press “Submit” to upload assignment(s)
- If multiple submissions are made, the latest submission *prior to the due date/time* will be accepted. However, students should not upload the assignment until they are satisfied that the assignment is complete and meets the requirements. Any submission made after the due date/time is not guaranteed of acceptance.

The course submissions assignment file names should include the course name, followed by the assignment number, and student last name with first initial. For example: SYS105-Unit1-SampleS.

Test Type Assignments:

- Once in the course page, click on the “Tests” tab.
- Click on the name of the desired test assignment.
- Review the instructions:
 - If this is a timed test, the test must be completed within one sitting and the time allotted. If, for some reason, your computer freezes or you lose internet, contact the Registrar as soon as possible, to retake the test.
 - If there is no time limit, you may begin the test, close it *without* submitting, and return to it at any time before the due date to complete the review questions.
- When the test is complete, click the “submit” button on the bottom of the page to ensure answers are saved and submitted.

Discussion Type Assignments:

- Initial Post -
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Click in the box at the bottom of the page with the button labeled “Add Comment”. Copy and paste the discussion post from your saved Word Document and click the “Add Comment” button.
- Response to Another Student’s Initial Post
 - Once in the course page, click on the “Discussions” tab.
 - Click on the appropriate discussion for that day.
 - Respond to the chosen student’s discussion post by clicking “Reply” under the post, and entering or copying and pasting your text into the box and clicking the “Reply” button.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- Response to Another Student’s Response
 - If you desire to respond to another student’s response in addition to responding to an initial post, click on “Reply” under the Response – this will include your response in the discussion thread. Address the student you wish to respond to by name, if it is not the initial post.
 - Note: If you click the “Add Comment” button, rather than the “Reply” button, *Populi will not count it as the required response.*
- For assignments with minimum word counts, the discussion comment box will show the word count. If typing the discussion direction into a word document, the word count is also displayed on the bottom of the screen.

Assignments Due Dates and a Day of Rest

ZMI has structured the courses to enable students to have Sundays as a day of rest unto the Lord (Gen.

2:2; Ex. 31:15a; Isa. 58:13-14; Mark 2:27-28). For this reason, assignments will be due by **11:00pm Saturday night**, following the end of class, unless the Instructor chooses to move the deadline to within the week of class. All assignments are to be submitted through Populi, according to directions, and are to conform to the assignment instructions, writing guidelines, and MLA style guide. For questions concerning this, please see the Teaching Assistant.

Late Assignment Submission Policy

The default deadline for all course assignments will be 11:00pm Saturday following the end of class. In other words, each week will be self-contained, with the course work due the same week as class.

All assignments will be submitted through Populi. If an assignment is due at 11:00pm, the link to complete an assigned test will disappear at 11:01pm. If a file assignment is submitted after the due date/time, a message will appear in red, "Past Due". This means that any assignment not submitted by the deadline is automatically late.

Any student who was not able to submit the assignment before the deadline must contact the Registrar. If a student missed the deadline for a test, the Registrar may make an exception, allowing the student to complete the test within two days (by 11:00pm Monday of the following week), if the Chancellor considers this to be appropriate. If the student missed the deadline for a file assignment submission, Populi will still allow the assignment file to be uploaded, with a message in red on the submission page stating "Past Due".

However, accepting course work submitted after the deadline is not guaranteed. If assignments are submitted after the due date/time, each must be evaluated on a case-by-case basis by the Chancellor. In the event that it is deemed appropriate to receive late assignments, the late penalty will also be determined on a case-by-case basis.

EMAIL

Upon enrollment, students are given a "zmi.edu" email address, which will be the only email address used for communication, as well as a Populi login. It is important to note that all ZMI communications will go to the "zmi.edu" address, and students will not receive emails from ZMI to any other personal address. Students may check their "zmi.edu" email by logging into their Populi account and then clicking on the "Email" tab at the top-left of the main page. Again, students should check their email daily to view announcements.

ACADEMIC REPORTS

Through Populi, students have access to their academic records, including the following academic reports:

- Grade Report: lists each term's courses and final grades.
- Unofficial Student Transcript: reflects the students' academic history at ZMI

To view and/or print the reports listed above through Populi:

- Click on "My Profile" on the toolbar at the top of Homepage
- Click on "Student" Tab on the Profile page
- Select the report to view and/or print from the options at the top of the page

TECHNOLOGY REQUIREMENTS

- **Laptop**
- **Word '07 or higher (or equivalent)**
- **Ability to submit files as .doc(x)**
- **External Drive to back up coursework**

Each student must own a working laptop computer, running a word processing program equivalent to Word '07 or higher. All assignments are to be submitted as .doc(x) format. Students should also use an *external drive* on which to back up all course work, daily, to avoid losing files. Please note, thumb drives are not a replacement for an external drive, as thumb drives can fail.

SCHOOL CALENDAR

2018-2019 Academic Calendar	2019-2020 Academic Calendar
<p><u>Fall I 2018:</u></p> <p>Student Move-In Date: 22 August Semester Orientation: 23-24 August Semester Start Date: 27 August</p> <p>Labor Day: 3 September</p> <p>Fall Convention: 25-27 September Thanksgiving Break: 22-25 November</p> <p>Semester End Date: 14 December Student Move-Out Date: 15 December</p> <p><u>Spring I 2019:</u></p> <p>Student Move-In Date: 5 January Semester Start Date: 7 January</p> <p>Mid-Term Break: 1-4 March (Fri.-Mon.)</p> <p>Spring Convention: 23-25 April Graduation Date: 26 April Student Move-Out Date: 27 April</p>	<p><u>Fall II 2019:</u></p> <p>Student Move-In Date: 21 August Semester Orientation: 22-23 August Semester Start Date: 26 August</p> <p>Labor Day: 2 September</p> <p>Fall Convention: 24-26 September Thanksgiving Break: 26 November – 1 December</p> <p>Semester End Date: 13 December Student Move-Out Date: 14 December</p> <p><u>Spring II 2020:</u></p> <p>Student Move-In Date: 11 January Semester Start Date: 13 January</p> <p>Mid-Term Break: 6-9 March (Fri.-Mon.)</p> <p>Spring Convention: 28-30 April Graduation Date: 1 May Student Move-Out Date: 2 May</p>

FINANCIAL OBLIGATIONS

TUITION, ROOM & BOARD, FEE SCHEDULE

Please refer to the ZMI Catalog or website (<http://www.zmi.edu/academics/financial-info/>) for a full schedule of all tuition, room and board, and fees.

TEXTBOOKS

For bookstore purchases and payments, please order online through zcpublishers.com with a local address (ZMI's address may be used for this), and select "Local Pick-up". All textbooks for the semester are to be purchased before the first week of class. Please note, Zion Christian Publishers offers for sale a limited number of Kindle readers pre-loaded with all required Zion textbooks for the two-year course of study.

FINANCIAL ASSISTANCE

Zion Ministerial Institute students are not eligible for FAFSA, PELL, or other U.S. taxpayer subsidized loans and grants. No diploma or transcript can be issued until all accounts are settled in full. Zion Ministerial Institute offers the following tuition discounts.

- Ministerial Discount: Ordained and Licensed Ministers of the Gospel may receive a 10% discount on tuition costs by submitting a copy of their ministerial credentials.
- Missionary Discount: Individuals who are full time missionaries, currently residing on the mission field, may receive a 50% discount on tuition. Documentation will need to be provided by the supporting ministry to verify missionary status.

PAYMENT

Payment in full for the semester is required on the due date of 15 August. Charges are made to the student account in Populi, and payable online by credit or debit card, by mail with personal check, or in person by check or cash. If there is a concern about ability to pay the balance in full, please speak with the Registrar as soon as possible, or by 1 August at the latest.

All payments to Zion Ministerial Institute must be made in U.S. dollars in the form of a check from a USA based bank, money order, or by VISA, MasterCard, or Discover. Please do not send cash.

Students will be charged a \$15.00 fee for any check that is returned due to insufficient funds. Make checks out to Zion Ministerial Institute.

PAYMENT THROUGH POPULI

Students may make a payment online through Populi. To make a payment:

- Log in and click on the "My Profile" tab
- Click on the "Financial" tab

- Click on the “Make a Payment” link on the right hand side of the page to go to a secure payment form where the credit card information may be entered.

A link may also be provided if a third party will be making payment. To send a link:

- Log in and click on the “My Profile” tab
- Click on the “Financial” tab
- Click on the gray link entitled “Someone else paying?” on the right hand side of the page
- A link will appear which may be copied and emailed to another individual who will make payment by credit card. The link expires after 30 days.

REFUND SCHEDULE

All refunds are processed based upon the official withdrawal date stated on the Official Withdrawal Notice. The date of withdrawal is the date the student completes the Official Withdrawal Notice. The student must officially withdraw in writing to the Registrar in order to receive any refund.

Tuition

Tuition is refunded based on the official withdrawal date. Tuition refunds apply for all full-time matriculating and full-time audit students within the first three weeks of the semester on the following schedule:

- 0-7 days into term 75% tuition refund
- 8-14 days into term 50% tuition refund
- 15-21 days into term 25% tuition refund

Room and Board

Refund for Room and Board is based on the official withdrawal date and unused whole weeks.

Fees

Application Fee. The Application Fee is non-refundable, including additional charges for international shipping via DHL incurred by international applicants.

Student Services Fee. The Student Services Fee refund is based on the official withdrawal date.

All matriculating and auditing students are eligible for the refund on the following schedule:

- 0-30 days into term 75% student services fee refund
- 31-60 days into term 50% student services fee refund
- 61-90 days into term 25% student services fee refund

Security Deposit Fee. The amount of this fee reimbursed at the end of the academic year will be determined by the state of the dormitory room upon inspection by a member of the ZMI housekeeping staff. Any damage incurred, beyond standard “wear and tear”, by the student will be deducted from the amount of the Security Deposit Fee paid. (See “Student Facilities” section.)

Graduation Fee. In the event a student is withdrawn and has paid the graduation fee, the entire graduation fee will be refunded.

RESIDENTIAL POLICIES

STANDARD OF CONDUCT & COMMITMENT

Community of Spiritual Mount Zion

The Lord has given a vision to Zion Fellowship, which we desire to instill into our students at Zion Ministerial Institute, to come unto the Mountain of the Lord, to abide in His holy dwelling, before His presence, in spiritual Mount Zion. Psalm 133 describes the atmosphere and community of those who have ascended to spiritual Mount Zion, and that He desires to bring us into at Zion Ministerial Institute:

Behold, how good and how pleasant it is for brethren to dwell together in unity! It is like the precious ointment upon the head, that ran down upon the beard, even Aaron's beard: that went down to the skirts of his garments; As the dew of Hermon, and as the dew that descended upon the mountains of Zion: for there the LORD commanded the blessing, even life for evermore.

The first step for dwelling in unity is that each one of us must accept the *whole* Word of God. Those who dwell in the presence of God are those who are becoming most like the Lord, through loving His Word, His Law, His Commandments, and demonstrating His love toward others. If we do not love *all* His Word, trusting that even the hard sayings are for our ultimate benefit and His good purpose, then we will never be truly united with God or with each other.

The road to unity is difficult, as the points of contention in our lives are revealed and dealt with by the Lord. Unity cannot be achieved without embracing the trials, distresses, and breakings that serve to purify and straighten us, bringing us closer to the Lord and to one another (*Psalms III, Bailey 226*).

Psalm 133 speaks of the precious ointment that anointed the priests in Exodus 30:23-25. These verses give us the key elements of this ointment:

- Myrrh Meekness
- Cinnamon Goodness
- Calamus Gentleness
- Cassia Humility
- Olive Oil Peace

(Song 4:12-14; Gal. 5:22-23; Gen. 8:11; Psalms III, Bailey 226-231)

These are essential qualities that must be developed in our lives in order to flow in unity with the body of Christ. Just as the oil was poured out upon the head of the priest, and ran down all his garments, to his feet, so we have to become covered and saturated with these characteristics of the Lord, until they become part of who we are. When this happens, we will be one with the Lord, and with each other, as Jesus prayed in His High Priestly Prayer of John 17: 3, 20-24.

As we learn to dwell together in unity, having the same mind and heart with God, we are fulfilling the longing of the Father's heart: that He would be made known through our lives, as Christ dwells with us and lives through us.

The Biblical Standard of Zion Ministerial Institute

Returning to the Psalms, the Biblical standard required to ascend Mount Zion and dwell before God's presence can be summed up in Psalms 24 and 15.

Psalms 24 lists the qualifications for those permitted to *ascend* Mount Zion and *stand* in this Holy of Holies.

- 1) Clean hands
- 2) Pure heart
- 3) Not lifted up his soul to vanity
- 4) Not sworn deceitfully

Psalms 15 lists the qualifications of those who are allowed to *abide* or *remain continually* in the presence of the Holy God in spiritual Zion.

- 1) Walks uprightly
- 2) Works righteousness
- 3) Speaks the truth – even in his heart
- 4) Does not backbite
- 5) Does no evil to his neighbor
- 6) Does not take up an offense
- 7) Makes a difference between the vile or profane and the holiness required by God
- 8) Honors those who fear the Lord
- 9) Keeps his word, even when it requires a cost, and does not change
- 10) Does not demand interest, but gives freely
- 11) Does not pervert justice by taking bribes (*Psalms I*, Bailey 62)

God promises that those who live by these 15 precepts will receive the blessing of the Lord, and will remain with Him forever, in spiritual Zion. Nothing can remove them from the presence of God. Therefore, this is the Biblical standard that Zion Ministerial Institute asks of those who live in its community. While none of us is without problems, the Lord sees the heart, and does not judge us according to our failings, but according to the choices we make every day, to submit to His dealing, responding in loving obedience to His every word (Psalm 40).

Thus, with a heart set to delight in obeying the Lord, let us put off whatever would hinder the life of the Spirit of God flowing through us, revealing the love and character of Christ through our daily lives.

Practical Living

Obedience is a major key to receiving the blessing of God in our lives, and working out or establishing our spiritual position and salvation (Phil. 2:12; Heb. 5:9; Col. 3:20, 22). This includes obedience, not only to God's Word, but also to the authorities He places over us, including the State, the home, and the

Church. Romans 13:1-7 establishes clearly God's sovereignty over all aspects of life, and He has established all levels of authority over the lives of His people. For this reason, we need have no fear in obeying the authorities of the land, parents, or pastors, because each are established by God, and He will only use them for good in our lives.

Zion Ministerial Institute submits to the requirements of the government in the running of this school, trusting God to work out His perfect purpose through all situations. Students enrolled in ZMI are also agreeing to live in obedience to the laws of the United States, to obey their parents, and to obey the leadership of Zion Ministerial Institute. While attending ZMI, students are expected to comply with Zion Ministerial Institute leadership, who have the final word in all matters of behavior, relationships, conduct, or correction, which, either directly or indirectly, involve or affect the community at ZMI.

Zion Ministerial Institute reserves the right to discipline or ask a student to withdraw for any reason. Students who choose not to obey the authority of Zion Ministerial Institute leadership, or comply with the statement of faith and standard of conduct may be subject to discipline up to and including dismissal.

Paul explained that if we live in the Spirit, learning to become sensitive to His voice, we will put off everything that is hateful to Him, and learn to be clothed in the character of Christ. In order to embrace these biblical standards in daily living, the Apostle Paul defined the characteristics that we need to put off, in Galatians 5:16-21:

Adultery, fornication, uncleanness, lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, Envyings, murders, drunkenness, revellings, and such like: of the which I tell you before, as I have also told you in time past, that they which do such things shall not inherit the kingdom of God.

Paul continues in verses 22-26, explaining the fruit of the Spirit that allow us to live in unity with both God and each other:

But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, Meekness, temperance: against such there is no law. And they that are Christ's have crucified the flesh with the affections and lusts. If we live in the Spirit, let us also walk in the Spirit. Let us not be desirous of vain glory, provoking one another, envying one another.

Clearly, walking in the Spirit, putting off the works of the flesh, and allowing the fruits of the Spirit to be developed in our lives makes it very clear that certain things will not be tolerated:

Anything that defiles the temple of the Holy Spirit (our bodies), including, but not limited to:

- Illicit use of legal or illegal drugs
- Tobacco in any form
- The use of alcoholic beverages
- Any form of sexual immorality including, but not limited to the following:
 - Pornographic materials
 - Immodest behavior or dress

- Any action or relationship that does not promote chastity among the unmarried, and the sanctity of marriage between one man and one woman
- Dishonesty or deceit in any area of life, including stealing, and academic dishonesty (plagiarism, passing another's work off as your own, cheating, enabling others to cheat, etc.)
- Gossip or any harmful communication that could injure another person; dishonor God, disrespect to personnel of the school, profanity, vulgar or obscene language or actions, etc.
- The use of or participation in any form of rock music, either secular or Christian
- Continued disobedience to the school leadership or the established policies of the school

While these may be obvious violations of God's Word, there are other areas that may not seem as clear cut, and yet must be submitted to the Spirit of God, such as entertainment. While no video (either online, streaming, downloaded, or DVD) is permitted to students during the semester, there are many other forms of entertainment, both during the semester, and at home, that may present temptation. No form of entertainment that defiles the spirit or violates the Ten Commandments or the voice of the Lord speaking to you should be used.

Conclusion

Our desire is that every member of the Zion Ministerial Institute community remembers that our lives reflect upon the Lord, and upon ZMI. Where do our choices take us? What do our decisions show? Are we delighting in entertainment that grieves the Holy Spirit? Are we going into places where the Lord cannot go with us? Are we finding pleasure in things that are hateful to God? These are questions that we must answer before the Lord; for what we choose to fill our time, our minds, our hearts, and our eyes with will determine our course in life and in eternity. We ask that you prayerfully inquire of the Lord what is acceptable in His sight, and pray for the grace to choose His will above what you may be inclined to choose, or even above what you see others around you choosing.

Those who are called to ascend to and dwell in spiritual Mount Zion with the Lord are called out, not only from the world, but even from among those Christians whose standards are conforming to this world, rather than to the standards of God. We must learn, day by day, to desire and seek the Lord, through obedience to His Word and the voice of His Spirit in our lives, that we may abide in the very dwelling place – the home – of the Lord: Mount Zion, His holy hill.

For that reason, we ask each student to commit to this godly standard of living and affirm this in the Enrollment Agreement each Academic Year that we may all seek to ascend and dwell together in unity, in the home of the Lord.

CULTURE OF THE KINGDOM OF GOD

The Kingdom of Heaven is without division. While there is great diversity in God's Kingdom, there is no disharmony or discord. Our purpose at ZMI is to walk in harmony and peace, first with the Spirit, and then with each other, by the grace of God. Jesus Himself, as He was preparing to go to the cross, prayed this for each of us to be made one with the Lord, and one with each other (John 17:20-23).

The Parable of the Vine and Branches from John 15 shows that the way to achieve this unity with Christ and each other is by learning to abide in Christ – the True Vine – through continual communion with

Him and obedience to His Word. The final commandment He left His disciples was to abide in His love through obedience to His Word, maintaining daily communion with Him, and loving others.

Jesus also used this parable to show that there are areas in our lives – good things, and even parts of our own identity – that must be pruned or cut back for a time, in order for the Life of the Spirit to flow more freely, concentrating on the areas of greater fruitfulness that Christ desires to develop in us and present to His Father.

English as the Official Language

One thing the Holy Spirit has quickened in order to bring us into this unity with Himself and each other is to speak in one language. Because language is so intimately linked with its culture, division, segregation, and miscommunication can sometimes occur. Since the primary language of ZMI is English, with all classes and services conducted in English, we feel that it is important to request students to speak only English during their time at ZMI, in order to help avoid divisions among the students, and help establish harmony and oneness among the ZMI community.

Doing so will also show consideration to those students who do not speak English as a first language, and are seeking to gain proficiency by speaking only English.

This is a request rather than a rule. However, we ask that you would prayerfully submit this to the Lord, and make a commitment to honor Him by respecting and abiding by the request of ZMI Administration, to speak only English within the ZMI community while living at ZMI.

ZMI DISCIPLINARY & COUNSELING POLICIES

Christian System of Discipline

Zion Ministerial Institute has established our disciplinary policy with the purpose of creating true disciples of Christ, causing an atmosphere where the Holy Spirit is welcome to dwell, encouraging both spiritual and educational development for our students. We believe that correction administered in the spirit of gentleness, meekness, humility, and love is an important part of demonstrating and developing the character of Christ (Gal. 6:1-2; Col. 3:13-14; 1 Thess. 2:7-8). As well, learning to receive correction is a necessary, healthy, and important part of spiritual and leadership development (Heb. 5:8; Prov. 3:11; Prov. 15:10; 2 Tim. 3:16; Job 5:17; Heb. 12:5,11).

Equally, we believe that discipline and training is a necessary requirement for all who desire to please the Lord, live in godly community and harmony, and ensure that the Kingdom of God is established in our midst (Matt. 18:4; Psa. 119:7; Psa. 119:67; Matt. 5:19; Matt. 7:21). To that end, we believe that the authority structures established by God – government, church, and parents – are for our good. While Zion Ministerial Institute has no intention of usurping authority from the students' parents or local pastors, by enrolling at Zion Ministerial Institute, students have chosen to submit themselves to ZMI's leadership, and are expected to respect and obey that leadership (Heb. 12:7-10; Prov. 29:10).

Therefore, students are subject to Zion Ministerial Institute jurisdiction while enrolled at or living on ZMI's campus. ZMI reserves the right to take disciplinary action against any student whose conduct, in the opinion of Zion Ministerial Institute, has violated the standard of conduct, or has not been in the

best interest of the student, other students, or ZMI. All ZMI students are expected to abide by the ZMI standard of conduct, and all ZMI rules, regulations, and policies (see ZMI Student Handbook). Appropriate disciplinary action will be taken against any student found to be in violation of the standard of conduct, rules, regulations, or policies of ZMI, up to and including suspension and/or expulsion.

The purposes of discipline are manifold: (1) to protect the community of Christ from the infiltration of sin (1 Cor. 5:5-8; 1 Cor. 15:33); (2) to produce godly sorrow and bring the individual to repentance (Luke 5:32; 2 Cor. 7:10; Rom. 2:4); (3) to deliver from sin, showing fruits of repentance, and establish in the pathway of righteousness (Matt. 3:8; 2 Cor. 7:9); (4) to cause the individual to acknowledge the wrongdoing, as well as the consequences and judgment for the wrongdoing (Psa. 41:4; Psa. 51:4; Psa. 32:5; Hos. 5:15); (5) and to restore, after true repentance, to fellowship and right standing (2 Tim. 2:25; 1 John 1:6-7).

Just as individuals vary in needs and temperament, we recognize that Scripture teaches to tailor the discipline to the individual and the seriousness of the violation, warning some strongly, entreating others softly and with encouragement, but approaching all in meekness and humility, remembering the mercy and grace that has been shown to us (Matt. 6:14-15; Jude 1:23; 1 Thess. 5:14-15). We should always seek to restore, where there has been true repentance, which is shown by wholehearted acknowledgement of wrongdoing, godly sorrow for sin, and a turning away from sin, accepting all judgment and consequences in true humility (Gal. 6:1; Matt. 6:15; Luke 17:3; 2 Cor. 2:7).

Therefore, one or more of the following measures may be taken with an errant student, as deemed necessary and appropriate by the leadership of Zion Ministerial Institute:

- **Warning** - A statement of the regulation with an official warning and expectations concerning future behavior.
- **Probation** - A status allowing the student to remain on campus with particular conditions specified.
- **Suspension** - An involuntary separation of the student from Zion Ministerial Institute for a specified length of time determined by the Chancellor.
- **Withdrawal** - The student is permitted to withdraw without privilege of returning until a time specified by the Chancellor.
- **Expulsion** – An involuntary and permanent separation of the student from the Institute with an appropriate notation on the student’s record of the reasons for such termination. For additional information on disciplinary procedures and the appeal process, contact the Vice Chancellor’s Office.

Christian Counseling Policy

As previously stated, Zion Ministerial Institute reserves the right to offer discipline and correction in a student’s life, to help students to overcome in areas of weakness or struggle, and submit to the authority God has placed over their lives. However, the purpose of Zion Ministerial Institute is to raise up those who are called of God to be leaders and ministers in His Church.

For this reason, ZMI desires to establish godly principles and boundaries in the counseling of students. The leadership of ZMI is not to take the place of or usurp the authority of the pastoral leadership in the students’ home churches. Rather, the desire of the Academic, Administrative, and Pastoral Staff, as well

as the Instructors, is to encourage students to keep open lines of communication with their own pastors, seeking the Lord for direction and guidance under the covering of their home church authority.

If a student desires to involve any member of leadership from ZMI in a matter of spiritual counsel for God's direction and guidance, we ask that the student first ask permission from the student's home pastor, and determine if the home pastor would like to share this responsibility with the ZMI leadership.

CLOTHING

It is required that students dress properly at all times, always maintaining a high standard of propriety and excellence in character.

Modesty

The modern styles are changing, but our modest standards should remain the same. All clothing, whether in class, work duties, recreational times or simple casual wear should cover the body modestly. Do a self-check to make sure nothing "shows" when you move around or bend over. We want to consider others when we dress. The standard should be to direct all eyes to Christ, not to ourselves.

Dormitory Attire

Students are required to be fully dressed or modestly robed in dorm hallways. If not wearing shoes, please wear slippers or socks in dorm hallways. Do not go barefooted.

Formal Dress

The formal dress code is in effect for all ZMI classes, student chapel, and Mount Zion Church services (please refer to Orientation guidelines for Kids' Church). Students should look neat and proper at all times.

Ladies. Formal dress for ladies is a *modest* long dress, or long skirt and blouse. If the dress or skirt has a slit, it must not go above knee level when sitting. Length should cover the knees when sitting. During the colder months we suggest nylons or tights to keep warm. Necklines should be high. No sleeveless dresses.

Gentlemen. Formal dress for men is dress pants, a button-up dress shirt, belt, necktie, and a pair of matching socks. Please, no white socks with formal dress. Suits and sport coats are encouraged.

Recreational/Active Wear

When students are not in class or services, they are free to dress casually. Students should dress appropriately for work, recreation, and evening fellowship times.

- **Shorts:** Loose-fitting, No spandex. Preferred length is touching the top part of the knee when standing.
- **Pants:** Loose-fitting made of knit sweat, parachute or heavy polyester material. No spandex.
- **Shirt:** Loose-fitting T-shirt and/or sweatshirt. Must be **long enough** to stay tucked in or modestly cover during activities.
- Crew **socks**, a pair of gym **shoes** in good condition with laces tied.

- **No** tank tops, sleeveless shirts, spandex tights or clothing with holes or tears. Clothing must not become revealing at any time during recreational activities.

COURTING & ROMANTIC RELATIONSHIPS

Because of the intense, immersive training program at ZMI, becoming involved in a romantic relationship during this time may divide students' focus and ability to fully engage in the opportunities and studies provided through ZMI. We would ask students to prayerfully consider dedicating these two years to the Lord, making Him their only focus and commitment, and purposing not to pursue a romantic relationship during this time.

ZMI is a small, close-knit community. Therefore, the hazards of a romantic relationship with another resident of the ZMI facilities (whether staff, student, or resident) are greatly increased. For this reason, students are not permitted to pursue or engage in any relationship with romantic interest and intent with another resident of ZMI.

Our purpose in this is to protect everyone involved, including the community of ZMI as a whole, and enable each other to maintain pure relationships that honor the Lord by putting Him first and respecting the guidelines laid down by ZMI Administration.

Fellowship Guidelines

We desire to help students develop godly, pure, and balanced relationships with others (Phil. 2:3-5, 14-15). With this in mind, we encourage students to use the common rooms and ZMI classroom for fellowship and study. To help keep you safe and to help maintain pure and godly friendships that honor the Lord and are a good testimony to others, two students of the opposite sex may not be alone in any of the rooms at any time, except public areas such as the dining hall.

Except for married couples, students of the opposite sex may have **no electronic communication** with each other while enrolled and living at ZMI (including, but not limited to text, call, Skype, WhatsApp, Snapchat, Facebook, or any other social media communication).

Additionally, except for married couples, students of the opposite sex should have no physical contact (1 Cor. 7:1).

We ask that you prayerfully consider this matter of obedience and choose to submit this to the Lord, making a commitment to honor Him by obeying and submitting to what is asked of you here at ZMI.

STUDENT FACILITIES

DORMS

Housing

Resident housing is available on a first come first served basis. Dorm rooms are assigned by Housekeeping. All students are to store all possessions in their own rooms. No additional storage space is available on campus. Pets are not permitted.

U.S. and Canadian students must supply their own linens, blankets, pillows, and towels, if arriving by car. These items, however, are provided for students coming from long distances, and arriving by air.

Single Residents. Housing is in dormitory style. Each room provides a sink, bed, workspace, dresser or shelving, and closet. Students are required to keep their rooms clean. Rooms are subject to periodic inspections.

Ample communal bathrooms and shower rooms are provided on each floor. Students must keep their own dormitory bathrooms and showers clean. Housekeeping will post a cleaning schedule in each dorm. Please leave bathroom and shower areas clean and free of clutter. Bathrooms will be inspected periodically.

Dorm phones are provided for incoming calls; outgoing calls may be made using 1-800 calling cards only.

Married Residents. A limited number of married student rooms are available. Each room provides a double bed or two single beds, bathroom, closet, dresser, work space, and sofa.

Family Residents. Housing availability for married students with children is determined on a case-by-case basis.

Maintenance

Dorm room furniture. All items assigned to that dorm room by Housekeeping must be kept in that dorm room. No items may be removed, stored in other rooms, or otherwise disposed of. If an item is not required or desired to be left out, it must be stored in that dorm room's closet.

No items from anywhere else in the building may be brought in to the dorm room without express permission from Housekeeping.

Any damaged (including odors) or stained furniture, fixtures, or linens belonging to ZMI will be assessed by Housekeeping, and may result in reduced or no reimbursement of the security deposit. Irons may only be used with an ironing board, and not on any other surface.

Personal Décor. Students are permitted to bring personal pictures/posters to hang in dorm rooms. However, students must use only **Command Tabs® & Command Hooks®** to hang on or adhere anything to walls, doors, or furniture.

All personal décor should reflect the values of Christian faith, and adhere to the Standard of Conduct and Commitment. Rooms may be subject to periodic inspection throughout the semester. Any décor deemed inappropriate or not in harmony with the atmosphere at ZMI must be removed.

Food and Beverage. Students are permitted to have food and beverages in dorm rooms; however all food items must be kept in tight-sealing containers to avoid attracting rodents. Any stains or damage to the room or furniture will result in reduced or no reimbursement of the security deposit fee. This may include pest infestation or odors due to improper cleanliness.

No major appliances other than a dorm size refrigerator, microwave, toaster, and coffee maker may be used in student housing. No hotplates, toaster ovens, electric frying pans, or other such utensils are to be used in student housing facilities.

Please eat all cafeteria meals in the cafeteria. School meals are not permitted in student dorm rooms.

Items belonging to the school, such as silverware, mugs, plates, etc. must be rinsed and returned to the ZMI kitchen as soon as possible.

All personal mugs, cups, dishes, utensils, and any other food items are the responsibility of the student, and must be washed and stored in the student's dorm room. Personal items may not be left in the kitchen for others to wash.

Housing & Student Departure During Semester Breaks

Housing During Semester Breaks. Students are not permitted to stay on campus during breaks unless expressly approved by the Chancellor. Students are requested to leave within two days of the semester's completion and asked not to return until the Saturday before the next semester starts. Students who receive permission to stay over semester breaks may be charged room and board, or arrangements may be made to work for room and board.

Departure During Semester Breaks. Over the summer break, students are required to remove all personal possessions from Zion Ministerial Institute at the time of departure. Zion Ministerial Institute will not assume responsibility for students' personal items left on campus. Any personal items left will be considered as donations to ZMI, and will be removed or redistributed at ZMI's discretion.

Security Deposit. The security deposit of US\$250.00 per occupant is due by 15 August with all other fees. This security deposit may be refundable (in whole or in part) based on the condition of the room at the time of the student's departure.

At the end of the Spring Semester (or prior to departure, if a student withdraws from enrollment), all students are required to complete a Dormitory Departure Checklist to ensure the dorm room is clean and has not been damaged beyond normal wear and tear. This checklist must be signed and dated by the student, and left on the clean bed.

After the student's departure, a Housekeeping staff member will review and evaluate the dorm room, according to the Departure Security Deposit Checklist to assess the amount of the security deposit eligible for reimbursement. This checklist will determine the amount (if any) of the security deposit

returned to the student at the end of the academic year, or after moving out. Students will usually receive any eligible reimbursement within 45 days of departure.

PUBLIC ROOMS & FACILITIES

Common Rooms

No food or drink may be taken into carpeted areas, other than the dining room.

Students are encouraged to have times of fellowship together in common/public spaces. However, while students are permitted to study in the dining hall or common rooms, these spaces are not to be co-ed study groups. In other words, either guys or girls may use a common space for study, but may not use the same area to study in a mixed group of guys and girls together.

We strongly encourage students to study in the quiet of their rooms, to maximize focus and productivity. If a group of students (guys or girls) decide to study together in the same space, it should be quiet and focused, not a time for chatting and fellowshiping.

Instruments, Music, and Noise

The Blue Common Room piano and the ZMI classroom piano and keyboard are available for practicing between 8 A.M. and 8 P.M. every day. The instruments and equipment in the main sanctuary are off limits unless given express permission from the music director.

Personal instruments (such as but not limited to guitar or violin) may be used in dorm rooms, but may not be used during mandatory study hours (Mondays & Tuesdays, 6:30pm-9:00pm) or during quiet hours (10:00pm – 7:00am, daily).

Please keep in mind that all dorm rooms may have neighbors, either on the same floor, or on the floors above or below. Because sound travels clearly throughout the building, music (whether recorded, personal singing, or instruments), conversation, and other noise is required to be kept to a reasonable level, and quiet hours must be observed.

ZMI Classroom

The ZMI classroom is located on the first floor of the main building, by the kitchen. This classroom is used for all ZMI courses, as well as ZMI Chapel.

Student Desk Area. Students have assigned seating in the classroom. Please keep the student name card on the desk for the benefit of the Instructors. Because the classroom is also used for other purposes, students should remove personal valuables from the classroom daily. Desk drawers may not be locked.

Beverages are allowed in class. Beverage containers shall be removed from the classroom daily. No food items are allowed during class periods.

Computers and wireless devices in class. Students are required to use a computer for taking notes in class. When class or chapel is **not** in session, students may access the available wireless network. During class, computers may only be used for taking notes. No entertainment, electronic communication, or social media of any kind may be used during class time. Wireless devices and cell phones are prohibited

during class sessions. No recording devices are to be used during class. Skype (or other social/communication apps) may be used **only** with permission to allow a student who is absent for illness to attend the lecture.

Wireless Printer. A wireless printer has been provided for student use to print documents related to ZMI, including chapel messages and song lists. Documents printed for personal use cost US\$0.10 per page, to be paid in the Middle Office “copy tin”.

Laundry Room

The laundry room is open to students in the afternoons and evenings, Monday through Friday, and open to all residents, all day Saturday. The laundry facilities are closed on Sundays. Ladies’ laundry days are Monday, Wednesday, and Friday. Men’s laundry days are Tuesday and Thursday. Please pay 50¢ for each wash load and 50¢ for each dryer load.

Be mindful to remove laundry promptly when cycles are completed, and remove all personal laundry from the laundry room by the end of the same day.



Please purchase **High Efficiency** laundry products. We have HE machines which cannot use conventional detergents. Please label all personal laundry supplies kept in the laundry room. Items not labeled will be used for housekeeping.

Library

Books may be checked out on the honor system, and must be returned by the end of each semester.

Cars & Parking

Students are permitted to have one car per student on campus. They should be parked in the front parking lot only. No student parking is allowed in the back loading dock area, the upper pick-up area in the front of the building, or in the Zion Academy parking lot.

ROOMS OFF LIMITS TO STUDENTS

Offices

All offices are off limits to students unless an appointment is made, or the student is performing office duties. Please request appointments in person or by email with staff members, including ZMI staff, well in advance in order not to distract staff from other responsibilities.

Kitchen

The kitchen and cooler are off limits to students except when performing a duty.

The student refrigerator is located by the back loading dock where students may store their food items. Students are responsible to label and clear out their own food items before the expiration date. All items without names or that are not properly sealed will be disposed of.

At times, extra food items will be available on the snack table, located just inside the kitchen, where students may help themselves.

Storage Areas

Storage rooms and the basement are off limits to students unless they are on duty or accompanied by a staff member, except for the library.

Zion Academy

Both floors of the Zion Academy building are off limits to students at all times. When Zion Academy is in session from 8 AM—3 PM, please do not use the playground area or the Garden of Peace.

EMERGENCY ATTENTION SYSTEM

In the event of an emergency, please proceed to the designated areas listed on the emergency instructions posted on the dormitory doors. An electric bell, located by the kitchen, is used for signaling attention, meals, and emergencies. No unauthorized use of the bell system is permitted.

One (1) ring : Attention.

Two (2) rings: Meal Is Served.

Three (3) rings: Emergency – leave the building immediately.

STUDENT LIVING

TIME MANAGEMENT

The desire of Zion Ministerial Institute is to impart excellence in all areas of the student's life, especially in character, time management, responsibility, and relationships.

ZMI's aim is to prepare students for the ministry. While the ministry is service to God, it is also caring for people. Our desire, as the leadership, instructors, and staff at ZMI, is to prepare students for the many demands, deadlines, and difficulties that come with ministry. Those who embrace the call of God upon their lives will have to deal with people, authority structures, labor, financial crises, and many other situations that will require the wisdom, knowledge, grace, and provision of God. Thus, this intensive, immersive program of study at ZMI is designed to equip students

- To rightly divide the Word of God
- To develop a relationship and discipline of daily seeking God for His will, and committing their way to the Lord
- To be financially upright and responsible, a wise steward of the resources God entrusts them with, while learning a holy dependence upon Him for all that is necessary
- To develop excellence in their studies and communication, being able to clearly explain the hidden truths of God's Word
- To learn obedience and faithfulness to the standards and guidelines that are put in place to help and guard them
- To learn to work under deadlines and manage time wisely, counting time as a resource given by God to accomplish His will
- To this end, Zion Ministerial Institute has implemented policies to aid students in developing these godly and necessary qualities, skills, and disciplines.

Devotions

One of the main reasons for coming to ZMI is to establish a strong, daily, personal relationship with Jesus through prayer, Bible reading, and personal praise and worship. One way this is accomplished is by learning to spend time every day in His Presence, not only bringing Him your needs, but learning to listen in stillness to His soft voice, offer Him personal praise and worship, and feed upon His Word.

For many students, this may be a new discipline, and as such, it will take time and perseverance to establish. We encourage you to begin with committing to manageable times of prayer and Bible reading. The early morning hours, as well as evening hours, can be very special times with the Lord. By beginning your day with the Lord, and committing your way to Him, you have the opportunity to receive peace, wisdom, and guidance for the day.

We have provided a Bible reading plan that will take you through the whole Bible in a year, by reading for about 15-20 minutes a day.

While you may not remember every detail of all the classes in years to come, the results of setting aside time to meet with the Lord every day, of reading His Word and coming before His throne in prayer and

waiting upon Him, will keep you and bear fruit for the rest of your life – and for eternity.

Church Services and Prayer

Students are required to attend all scheduled services at Mount Zion Church, including Adult Sunday school, and mid-week corporate prayer meetings. The Wednesday evening Life Group for ZMI students will be led by Pastor Tucker. Residential students must request permission to miss any service or weekday prayer meeting.

Study Time

ZMI is a very brief, intense training program, during which time management is essential to reap the full benefits of the classes. Students are encouraged to take advantage of this time in ZMI to devote themselves to study (2 Tim. 2:15). To assist students with managing their study time, we have provided scheduled and mandatory study times on Monday and Tuesday evenings from 6:30pm – 9:00pm.

Duties

Students are asked to serve in different ways throughout the semester. This is an opportunity to learn valuable lessons that will stand students in good stead throughout life and ministry. Resident students are assigned duties at the beginning of each term. Duties are posted on the student bulletin board in the ZMI classroom. The appropriate staff will discuss work duties with the students during orientation. Students should be conscientious of their duties at all times.

If a student is unable to perform their duties due to illness they should make arrangements for another student to cover their duties. If a student is not on time to perform his duties, please have a staff member locate them.

Electronic Devices During Duties. If working alone inside the building, students are permitted to use electronic devices, as long as this does not interfere with their performance of these duties, endanger the safety of the student or others, or impair effective and respectful communication with others. If this becomes a problem, the student may be asked to stop using the device.

If working outside the building on any type of duty or work, students are not permitted to use earbuds or electronic devices, as this could jeopardize the safety of the student and others.

Kitchen Duties. All assigned kitchen duties shall be completed immediately following the meal or as determined by the kitchen staff. Dish put-away must be done as soon as the dishes have dried and no later. This includes silverware, cups, and pots and pans.

Electronic Devices & Entertainment

With wireless access to the internet, cell phones, entertainment, Mp3 players, etc., any of us can become easily distracted. Using temperance and self-control, determine to keep your heart in check when considering how much time is spent on activities with little value.

In order to help develop a pure and wholehearted relationship with God, many distractions need to be pruned. To assist with this, students are not permitted to watch any videos, either online, downloaded, or on DVD.

Students should use discretion concerning the music they listen to. Rock music, whether secular or “Christian,” is not permitted. Gambling, fantasy/role-playing, and all electronic games (including video games) are not allowed.

Students are encouraged to keep a good balance of devotions, study, exercise, time outdoors, fellowship, and adequate sleep.

Meals

All breakfasts, Monday—Friday, will be self-serve, and may not be taken to class. Breakfast foods will be available in the Student Pantry & Prep area, next to the ZMI Kitchen.

Meal times begin with two rings of the bell, and food is put away 20-25 minutes from that time. We are unable to take special requests for food items at any time. Because of Life Groups on Wednesdays, the usual self-serve breakfast, and a large mid-day meal will be served, with sandwiches served at 5:00pm.

If students do not wish to eat or will be going out, they should notify the cook by “signing out” on the board in the kitchen, Monday – Friday, **before 9:00 A.M. for lunches**, and **before 1:00 P.M. for dinners**. (Please see section on “Weekends” for additional information.)

If “signing out” and you are on a kitchen duty, please make arrangements to have another student cover your kitchen duty while you are away. Kitchen duties must be done at the scheduled time—not postponed for a later time.

Fasting. We encourage students and staff alike to seek the Lord, and to fast and pray. Fasting is voluntary and should be in obedience to the Lord’s leading, or for the purpose of earnestly and humbly seeking God during a specific period. Occasionally there may be days designated as *voluntary* fasting (but not mandatory). If students desire to fast, they must sign out in the kitchen.

Activity Times

Thursdays, 6:30pm—9:00pm, will be structured student activities, ping pong, or games. Students will take turns in organizing the activity nights. Fellowship with the Body of Christ – and the student body – is also very important to maintain a healthy and balanced life. Occasionally, additional activities will be planned. If students must be absent from recreation time, they must first obtain permission from the administrator. We also encourage the students to take advantage of the paths and walkways, or the exercise room on the second floor, for daily exercise.

Exercise & Safety

Students are strongly encouraged to use the equipment in the exercise rooms, rooms 214 & 215 on the second floor, immediately across from the main stairwell, or to walk in the sanctuary or around the courtyard, several times a week.

Students are also encouraged to enjoy the outdoors for running, walking, studying, and relaxation. Male students may walk on the campus as they wish, but are not to leave Zion’s property on foot. A female student seeking to go for a walk alone may only go as far as the top of the first curve of the road. However, if a female student is accompanied by two or more other students, girls may walk the hill as

desired, but may not leave Zion’s property on foot. Female students are not permitted to walk outside after dark. Ladies, please note that this is for your safety and protection.

Guests

Students must obtain permission before inviting guests to stay at ZMI, by going through Hannah Schrock. If permission is granted, students are responsible for notifying Housekeeping of the dates/times of arrival, meals, and departure of guests. The visitor fees for accommodation and meals are available from Housekeeping and payable to the Business Office. *Specific permission to sit in on classes must be obtained*, and visitors will be responsible to pay the class fee of \$10 per day to the business office.

The students will be responsible for hosting their own guests and for acquainting them with ZMI guidelines. At no time are ladies permitted on men’s floors, nor men permitted on ladies’ floors. This includes visitors. Children are not allowed in student dorms without an adult or permission.

Working off-campus

Due to the rigorous schedule for ZMI students, working off-campus is discouraged. Any student desiring to work off-campus must discuss this with the Chancellor prior to arrival for the semester.

CURFEW

Students must adhere to the ZMI curfew schedule and return to dorm rooms at the specified time. During quiet hours there should be no loud music (or instruments), conversations, or other noise.

Sunday – Thursday	Friday & Saturday	Daily Quiet Hours
Dorm Floor: 9:30pm Lights Out: 11:00pm	Dorm Floor: 11:00pm Lights Out: 12:00am	All Floors: 10:00pm – 7:00am

Sign-Out/Sign-In

The **Sign-Out/Sign-In sheet** is beside the phone in the cafeteria. Students must sign out when leaving the building at any time. When coming back from being out, students must sign back in.

Students need to request permission from the Chancellor or Vice Chancellor if planning to travel beyond Elmira or Binghamton.

WEEKENDS

Students are free to do as they wish on weekends, but must remember they represent Zion Ministerial Institute at all times. Students may go out on Sundays if necessary, but are encouraged to stay in an attitude of prayer during the day and prepare their hearts for services. On Sunday afternoons, we observe quiet hours in consideration of those who may be resting during this time.

Weekend Meals

Please be mindful of the weekend meal schedule. On the weekends, please give the kitchen one full day’s notice if you will not be eating.

Outstations & Work Duties

Outstations are occasionally assigned over weekends. Students must ensure that their weekend duties are covered if scheduled for an outstation, or must be away for any other reason.