

WELCOME TO SOUTHEASTERN BIBLE COLLEGE

Southeastern Bible College desires to equip men and women for Christian living and service worldwide. The Student Handbook communicates the lifestyle standards which support this purpose and community life here at Southeastern. In the development of these standards, the college seeks to assist in the personal growth and development of students by creating an environment that emphasizes wholesome attitudes, healthy habits, responsible citizenship, and the development of constructive interests and skills.

We believe that Scripture provides clear guidelines for human behavior, but since the Bible is not specific on all matters, Christian communities have followed diverse practices in a number of areas such as dress, entertainment, and separation. Each Christian community will have its own norms and standards which reflect its interpretation of Scripture, its response to the cultural environment, and its tradition. The Student Handbook will show you how to function in various aspects of college life here at Southeastern. Please become familiar with the entire book.

Your enrollment at Southeastern Bible College constitutes an agreement that you will accept your responsibilities as a member of the college community and that you will abide by its standards with a spirit of cooperation. While any set of community standards may contain some elements with which some of its members disagree, it is expected that those who join the Southeastern Bible College community have evaluated its standards and made a conscious decision to live by them. These standards allow students to affirm their commitment to the community and to grow in integrity by maintaining congruence between their lifestyle and these standards. The College expects from its students a higher standard of conduct than the minimum required to avoid discipline.

The standards of Southeastern Bible College reflect the desire of the institution to produce graduates who are "Making a Difference; Impacting the World."

SOUTHEASTERN BIBLE COLLEGE PROFILE

Identity

Southeastern Bible College is a four-year, coeducational, private Christian college that is denominationally unaffiliated. SEBC is dedicated to the preparation of the whole person to contribute positively and effectively to the world in which he or she lives. SEBC provides quality education, balancing biblical truth with an arts and sciences education. SEBC seeks students who are academically motivated and committed to Christian values and standards. The College desires to attract such students from all races and nationalities as well as from both genders. SEBC looks to provide a college community of diverse backgrounds and a broad geographical representation. Though the College is committed to certain doctrines of Scripture, students from a variety of conservative evangelical perspectives are welcomed.

Mission

The mission of Southeastern Bible College is to produce graduates who are biblically grounded, spiritually mature and culturally relevant.

Vision

The vision of Southeastern Bible College is to equip servant leaders for Christian living and service worldwide through being an institution of academic and spiritual excellence.

College-Wide Goals

It is the goal of SEBC that through the learning opportunities available at this institution, all students will:

- Evince a proficiency in knowledge of Scripture;
- Demonstrate understanding of a Christian worldview that integrates faith and learning;
- Manifest a Christian value system which is reflected in attitudes and relationships;
- Demonstrate appropriate breadth and depth of knowledge in the areas of arts and sciences;
- Evince the ability to effectively serve Christ in accordance with one's area of study.

History

At an inter-church Bible conference in Birmingham in 1933, the late Dr. Harry A. Ironsides, a respected Bible teacher, challenged a group of Christian business and professional men to establish a Bible school. It was the unanimous conviction of these men that there was a vital need for a school to train Christian workers that was centered on the Bible and also evangelical.

The school was organized and incorporated as the Birmingham School of the Bible. On May 1, 1935, it opened its

doors for evening classes. Regular day courses were offered beginning in 1940, and the name was changed to Southeastern Bible School in 1943. A basic three-year program grew to a four-year degree program in 1948. Other academic programs were developed and the charter rights to grant degrees were obtained in 1950. The name of the school was changed to Southeastern Bible College in 1952.

The College attained national accreditation with the Association for Biblical Higher Education (ABHE) in 1962. The campus moved from a two story frame house to its Pawnee Avenue Southside location in 1947. In 1988, the College moved to a 10-acre site in Mountain Brook on Highway 280. In March 2001, Dr. Don Hawkins was appointed President. In 2004, with God's providential blessing, Southeastern Bible College relocated to its current 22-acre campus facilities at 2545 Valleydale Road in North Shelby County.

Statement of Faith

As a nondenominational academic institution, Southeastern Bible College accepts students from a variety of Christian denominational traditions. Since some areas of doctrine are open to various interpretations, it is possible that students may not completely adhere to the Doctrinal Statement of the College. However, certain truths have been historically identified as principal doctrines of the Christian faith. Individuals seeking admission to and graduation from Southeastern Bible College must sign without reservation their agreement with the following statements:

- The Bible is divinely inspired and inerrant and is, therefore, the sole authority for all matters of faith, ministry, and moral and ethical life.
- Jesus Christ is fully God and fully man. He was crucified and raised from the dead in payment for sins, and is alone the Savior of those who believe.
- Mankind is spiritually dead and out of fellowship with the Creator God and, apart from regeneration through faith in Christ's substitutionary death, will spend eternity in torment.
- Eternal life is the gift of God to those who accept Jesus Christ as their personal Savior through faith.

In addition, Southeastern Bible College believes in the unity of the Body of Christ (Ephesians 4:16) and that love, rather than any undue emphasis on spiritual gifts and other lesser doctrinal or denominational distinctives, is the consummate goal of all Christians (Matthew 22:34-37; John 13:34; I Corinthians 13:1-13). Students who hold nonessential doctrinal positions that differ from the College are welcome as long as they do not try to proselytize among other students and as long as no divisive or disruptive behavior occurs. Should a student continue to violate these stipulations, the College may require withdrawal.

COMMUNITY RESPONSIBILITY

"If there is so much blessing and joy even in a single encounter of brother with brother, how inexhaustible are the riches that open up for those who by God's will are privileged to live in the daily fellowship with other Christians." -- Dietrich Bonhoeffer, Life Together

As stated in the vision, SEBC seeks to be an institution of academic and spiritual excellence. We recognize both the importance of what takes place in the classroom and what takes place in the context of the community of believers. We recognize the benefit and blessing from living, studying and training in a Bible College community. As a member of the SEBC community, we have expectations and standards of conduct for which our students are responsible. SEBC expectations and standards are based on the following:

1. Scripture. SEBC expects students to abide by biblical absolutes which do not vary with time, culture, or human interpretation. As Christians we also have a responsibility to choose a lifestyle that will be appropriate in our culture and consistent with Biblical Principles.
2. Legal Authority. SEBC expects students to abide by all local, state and federal laws.
3. Community Standards. Within the SEBC community we have reasonable expectations and standards which contribute to the common good of the community and seek to foster growth in the individual student's life.

Alcohol/Drugs

In regards to alcohol and drugs, SEBC students are expected to exhibit the highest standards of Christian principles and behavior at all times, including off-campus activities. SEBC reserves the right to discipline a student for violation of this policy or for any excessive behavior involving the use of alcohol or drugs that may be harmful to the student or the College community.

Alcohol. SEBC prohibits the possession, use, or distribution of alcohol on school premises or in connection with any school activity. Providing alcohol to a person who is underage is considered a violation of this policy.

Illegal Drugs. SEBC prohibits the possession, use, or distribution of illegal drugs.

Prescription Drugs. SEBC prohibits the misuse, abuse or illegal distribution of prescription drugs.

Dancing

SEBC does not sponsor or host dances.

Dress

All clothing worn on campus should be NEAT and MODEST.

Clothes that are torn, wrinkled, sloppy, dirty or overly revealing are distracting to other students and are considered inappropriate on campus. If the Faculty/Staff believe that clothing is inappropriate, the student will be asked to change into more appropriate clothing before returning to class.

Shorts and sleepwear are not permitted in class or in chapel.

Shoes/Sandals must be worn in the main building.

Men are to remove their *caps/hats* during chapel.

Professional Dress (Shirt/Tie, Dress/Pant Suit) that is neat, modest and not overly revealing should be worn for conferences, Candlelight Service, Commencement, and other special events as notified.

Drug Free Campus Policy

SEBC has adopted and implemented a Drug-Free Campus: Substance Abuse Policy in accordance with the Drug-Free Schools and Communities Act Amendments of 1989. The policy is distributed annually through campus mailboxes.

Entertainment

Entertainment Examples: Movies, TV, Theatre, Internet, DVD, Videos, Video Games, Printed materials, Photography, Art, Music. The college asks, regardless of your convictions, that you agree to the following items in order to enroll or continue enrollment in SEBC.

Entertainment in which I participate will be constructive to life and/or faith rather than destructive.

“Constructive” means that the content helps me to think meaningfully about life and/or faith. It also means that the entertainment may challenge me to more honorable, noble thoughts and actions, rather than encouraging dishonorable thoughts and actions.

Any type of pornographic or questionable entertainment (clubs, concerts, parties, etc.) should obviously be off limits to a person who claims to follow Christ.

- God expects each of us to live according to scriptural commands and principles at all times. (It could be best that you choose to not view a certain movie; it could be best that you leave a certain movie, or turn it off regardless of the money you paid.)
- SEBC encourages and expects what God expects for the sake of the development of each student’s personal growth in Christlikeness.
- SEBC also expects its students to conduct themselves in a manner that is in line with the college’s objective, which is to train people for life and service to God. Therefore students should strive to be godly examples to those around them in thoughts, actions and attitudes.
- In order to pre-determine the content acceptability of a movie, students are encouraged to log on to www.screenit.com or www.focusonthefamily.org.

If a student is involved in questionable entertainment as described above, the college will lovingly confront and determine appropriate action in accordance with the discipline procedures published in the handbook.

Harassment/Sexual Assault

SEBC does not tolerate and expressly prohibits any type of sexual harassment or sexual assault.

Sexual Harassment Defined. SEBC defines Sexual Harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is undesired.

Sexual Assault Defined. SEBC defines Sexual Assault as “any sexual act directed against another person, forcibly and/or against that person’s will where the victim is incapable of giving consent.” [US Dept. of Justice, FBI: Uniform Crime Reporting Handbook]

SEBC Procedures

Every allegation of sexual harassment and/or sexual assault will be taken seriously. Victims should report incidents to the Dean of Students immediately. The victim of a sexual assault occurring on campus should report the incident to the Dean of Students; if off-campus to the local police. In both cases, the victim of sexual assault is encouraged to seek immediate medical treatment of any injuries and for other tests which can provide medical evidence.

Reports of sexual harassment/sexual assault between students will be handled by the Student Life Committee. Individuals involved will meet separately with the committee and will be informed of the decision of the Student Life Committee regarding further meetings, violations and any sanction(s) imposed. Both parties must respect the privacy of all involved.

Reports of sexual harassment/sexual assault between student and a faculty/staff member will be handled by the Grievance Committee. Individuals involved will meet separately with the committee and will be informed of the decision of the Grievance Committee regarding further meetings, violations and any sanction(s) imposed. Both parties must respect the privacy of all involved.

Relationships: Dating and Engagement

Men and women are expected to treat one another as brother and sister, with honor and respect, thinking more of others than themselves. For our unmarried students in committed relationships, public displays of affection should be limited to hand-holding, a discrete “arm-around” the shoulders, and a brief kiss. During class and chapel times, we ask that couples refrain from all displays of affection. For the protection of your heart, couples should be prudent and intentional in establishing boundaries regarding physical expressions of romantic affection both on and off-campus.

Engaged couples are asked to abide by the same on-campus guidelines as those for unengaged couples.

Tobacco

In regards to tobacco, SEBC students are expected to exhibit the highest standards of Christian principles and behavior at all times, including off-campus activities. SEBC reserves the right to discipline a student for violation of this policy or for any excessive behavior involving the use of tobacco that may be harmful to the student or the College community.

In the interest of common health concerns, the campus provides a tobacco-free environment. Use of any form of tobacco (including but not limited to cigarettes, cigars, smokeless tobacco, hemp, or hookah) on college premises is strictly prohibited.

Weapons

No firearms, dangerous weapons, air-powered or spring-loaded guns (Paint ball guns, BB guns, pellet guns, etc...), knives, swords, spears or fireworks of any kind are permitted on campus. Please contact David Powless at extension 225 if you are unsure as to whether or not an item is considered a weapon.

COMMUNITY ACCOUNTABILITY

SEBC students are expected to abide by College-wide standards of conduct expressed in the SEBC Student Handbook. SEBC personnel seek to love and guide students in the context of a Christian community. Therefore, infractions are responded to appropriately with the goal of restoration.

Discipline

Disciplinary measures that may be imposed:

Points & Work Penalty. Reserved for minor infractions in the residence halls. See the Residence Handbook for further detail.

Fines. Various fines will be issued for misuse and damage to school property, or for certain infractions.

General Warning. When a student’s conduct or attitude indicate a serious question regarding spiritual maturity and

personal judgment, the student may be placed on General Warning.

Probation. When a student's conduct or attitude raise a serious question as to whether or not a student should continue at SEBC, the student is placed on probation. Students placed on probation may be required to give up their school privileges and are removed from student leadership positions, may not represent SEBC in an official capacity (including leading worship in chapel) and may be removed from their Service Learning.

Suspension. The student is separated from the college for a period of time. Conditions for readmission to the college may be specified. Suspension means that the student is to leave the campus the day the decision is made and not return until the date indicated in the letter.

Expulsion. Expulsion is the permanent dismissal of a student from school.

Appeals procedure

If a student disagrees with the disciplinary sanctions imposed, he/she will be given 5 days to make appeal to the Student Life Committee. Appeal Steps:

1. The student will present a written appeal to the Dean of Students.
2. The Dean of Students will set a meeting time to meet with the student and the Student Life Committee. This meeting will be attempted within 3 working days of the time the appeal is received.
3. The Student Life Committee decision will be given to the student in writing within 3 working days of the appeals meeting.

Grievance

SEBC readily acknowledges the ability of students to contribute to the solving of problems or difficulties that they may experience while part of this community. Therefore, an open-door policy exists throughout the institution through which students may voice their concerns, suggestions and needs. Grievances of an academic nature (e.g., grades, attendance, program policies) should be addressed in writing to the Academic Curriculum Committee. All other non-academic matters may be brought to the attention of the faculty, Student Life Office, and administration by completing a Non-Academic Grievance Form (located in the Student Life Office).

Grievance Procedures

If a student feels that he/she has been discriminated against based on race, color, national origin, gender, age or disability; or if a student is dissatisfied with a non-academic college service or policy or action by the college, the following steps are in place for filing grievances:

1. The student must submit to the Student Life Office a Non-Academic Grievance Form explaining the grievance within 30 calendar days of the alleged discrimination incident or college action.
2. The student will be contacted by the Student Life Office within 14 calendar days to schedule an appointment to review the grievance.
3. The Student Life Office will seek to mediate the grievance and resolve the issue. If the grievance is with the Student Life Office, the Vice President for Operations will mediate the grievance and resolve the issue.
4. If the mediation process does not resolve the issue, the student may wish to appear before the Grievance Committee and present his/her case. The Student Life Office will set up a meeting between the Grievance Committee and the student within 14 calendar days.
5. The committee will notify the student in writing within 14 calendar days of the official determination and subsequent remedies if indicated.
6. The student may appeal the Grievance Committee's decision by submitting a written statement within 14 calendar days to the President of Southeastern Bible College. The appeal must be limited to allegations or charges made in the original complaint. Additionally, the appeal must include the following:
 - a. Identification of the conclusion made by the Grievance Committee with which the student is in disagreement.
 - b. The specific reason why the student feels the conclusion is incorrect or based on erroneous information.
 - c. Identification of any data that the student thinks will support his/her appeal of any material evidence the student believes was overlooked.
7. The President will notify the student in writing of his/her determination within 30 calendar days of receipt of the student appeal.

Complaints from students regarding SEBC's compliance with ABHE criteria, policies or procedures should be submitted in writing to ABHE at the address below. The complaint will be considered by the executive director. For information regarding ABHE criteria, responsibilities of the complainant, institutional compliance or a copy, of ABHE's "Policy on Complaints Against an Institution", please see someone in the office of assessment and research.

Southeastern Bible College is accredited by the Association of Biblical Higher Education, an institutional accrediting body recognized by the Council for Higher Education Administration and the U.S. Department of Education.

Attn: Executive Director
Association of Biblical Higher Education
5575 S. Semoran Blvd, Suite 26
Orlando, Florida 32822-1781
Phone: 407-207-0808

Parent Notification

The college reserves the right to notify the parents when a student poses a threat of harm to him/herself, others or the college; if a student is in violation of college standards; and in situations where a student under the age of 21 violates alcohol or drug policy.

Restoration

It is the policy of this institution to attempt to help or restore people who are subject to any disciplinary procedure no matter how the issue or issues come to be known by the administration. Restorative help means that some sort of corrective measure will be required and will begin immediately for each category of discipline. (ex. assignment, counseling, mentoring, etc.)

Right to Privacy

Notice for Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA), a Federal law, requires that SEBC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, SEBC may disclose appropriately designated "directory information" without written consent, unless you have advised SEBC to the contrary in accordance with SEBC procedures.

If you do not want SEBC to disclose directory information from your education records without your prior written consent, you must notify the Registrar in writing. SEBC has designated the following information as directory information:

1. Name, address, telephone number, electronic mail address, dates of attendance, classification.
2. Previous institution(s) attended, major field of study, degrees, honors and awards received.
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth.

FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's office the Registrar will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask SEBC to amend a record that they believe is inaccurate. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If SEBC decides not to amend the record as requested by the student, SEBC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by SEBC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom SEBC has contracted (such as an attorney, auditor, or collection agent); a

person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, SEBC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SEBC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

SPIRITUAL FORMATION

Chapel

Chapel provides opportunity for exposure to varied worship traditions, for speakers to challenge us to explore the depths of our faith, and for the building of our community through a shared experience. Chapel is also a time for information, both to gather information and to disseminate information.

Chapel is a Non-academic requirement for Graduation.

**Chapel is held: Monday, Wednesday 9:30-10:20 am
Friday 10:40-11:30 am**

Chapel attendance

Chapel is required of all degree seeking students. In order to be counted present, students must sign in at each chapel attended. Failure to sign in will result in an absence. Students signing in and leaving prior to the end of the chapel without permission may face disciplinary action. Students participating in the chapel services must sign in before reporting to the platform.

Students are required to attend 160 chapels over the course of their time at SEBC. When a student transfers in hours at the **beginning** of their time at SEBC, the number of required chapels depends on the number of credit hours left in his/her particular program. (*When a student is undecided in his/her program, his/her number of chapels will be based on a program of 133 credit hours.*) Chapel attendance requirements are based on the following numbers left in a program upon transfer in to SEBC:

- If a student has 90 or greater hours left in his/her program then the student must complete a minimum of 160 chapels.
- If a student has 75 – 89 credit hours left in his/her program then the student must complete a minimum of 110 chapels.
- If a student has 61 – 74 credit hours left in his/her program then the student must complete a minimum of 90 chapels.
- If a student has 60 or less credit hours left in his/her program then the student must complete a minimum of 50 chapels.

Chapel Reduction

Reductions from chapel may reduce the overall required number of chapels required. A reduction in the number of chapels required is extremely rare and granted to those who meet one of the following criteria:

- Change in degree program that significantly impacts the number of credits required in a program. (This must be reported in the same semester as the change of program.)
- On-going family or health situation that will impact the student throughout his/her time at SEBC and prevent the student from being on campus for set chapels throughout their entire time at SEBC.

Students who meet this criterion must complete a “Chapel Reduction” application at the time of the program change and/or during their first semester at SEBC. These forms are available in the Student Life Office. Applications will be reviewed by the Campus Pastor.

Conferences

SEBC will sponsor various conferences throughout the school year to provide opportunities for spiritual, missional, and intellectual growth. It is recommended that students attend all sessions to benefit from the knowledge and experience of great men and women of God. During the Legacy Bible Conference and the Missions Conference students are expected to attend the sessions that occur during their normal class/chapel hours. Evening sessions may count towards chapel requirements.

Local Church

SEBC is committed to the local church. Involvement in a local church is an integral part of spiritual formation.

Prayer Days

SEBC sets aside one day each semester to emphasize personal and collective prayer. Students are expected to attend the sessions that occur during their normal class/chapel hours. Attendance during the sessions counts toward class/chapel attendance.

Service Learning

Service Learning supports the mission of Southeastern Bible College by providing a practical opportunity to apply classroom knowledge, to develop skills which will help meet career goals, and to serve other people. The goals of Service Learning are to:

- Integrate classroom instruction and practical experience
- Progressively assume responsibility and develop leadership skills
- Discover and develop spiritual gifts
- Clarify life purpose and ministry goals
- Incorporate church, para-church and secular venues
- Relates closely to the student’s field of study
- Develop an attitude of humility, compassion and service to others.

The required allotment of Service Learning semesters must be fulfilled in order to graduate from Southeastern.

In addition to work in churches, ministries and mission agencies, students are required to serve at least one semester in a community focused organization. Academic practicum required in a student’s program may be used for meeting some Service Learning requirements. Summer ministry (extended mission trips, camp counseling) may be considered for one semester with approval of the Student Life Office prior to the summer session.

In order to receive Service Learning credit, the student must register and complete the service learning within the semester registered. Passing grades will be given to students who complete the 3 hours of service each week for 13 weeks and turn in all the proper paperwork on time. Paperwork will not be accepted after the semester ends.

Program Overview:

Four-Year students, first-time or transfer*

1 semester:	SL0301 – Community Focus
1 semester:	SL0302 – Free Elective
2 semesters:	SL0303 – Related to program of study
	SL0304 – Related to program of study

*Transfers with less than 75 hours to take at SEBC will need to meet with the Student Life Office to determine the number of Service Learning semesters required.

Two-Year AA degree, first-time or transfer*

1 semester:	SL0301 – Community Focus
1 semester:	SL0303 – Related to program of study

*Transfers with less than 35 hours to take at SEBC will need to meet with the Student Life Office to determine the number of Service Learning semesters required.

One-Year Certificate Program

1 semester: SL0301 – Community Focus

Part-Time Students

Required to fulfill the same requirements that full time students in their program are required to meet.

Service Learning is a Non-academic requirement for Graduation.

INTELLECTUAL DEVELOPMENT

Academics

SEBC's commitment to both academic and ministry training results in a unique learning opportunity. In order to make maximum use of this experience, the student is encouraged to keep several biblical principles upon his or her heart.

- A. Academics are of great value. The Scriptures teach diligence in the pursuit of knowledge. "Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth." (2 Timothy 2:15)
- B. Academics require faithfulness. None of us is so gifted that knowledge enters into our thoughts without faithfulness in study. All believers should view their minds as the property of God and faithfully apply themselves to the study of Him and creation for His glory. "Moreover it is required in stewards that one be found faithful." (1 Corinthians 4:2)
- C. Academics involve virtues. The biblical principles of honesty, perseverance, and integrity, as well as the biblical priorities of truth, love, service, and ministry, all apply to the academic process. "And though I have the gift of prophecy, and understand all mysteries and all knowledge, and though I have all faith, so that I could remove mountains, but have not love, I am nothing." (1 Corinthians 13:2)

Academic Discipline Procedures

The following procedures are used to help identify those students experiencing academic difficulty. Students so identified are encouraged to become familiar with these procedures and the availability of assistance.

Academic Warning: A student whose cumulative GPA falls below the required minimum (1.75 for freshman & 2.00 for sophomore) will be placed on "academic warning" for the following semester.

Academic Probation: If the student does not raise his/her cumulative GPA to the required minimum during the semester of "academic warning," the student is placed on "academic probation" for the following semester. Students on "academic probation" must re-take all failed courses in the core curriculum or course(s) required in his/her program.

Academic Suspension: If the student does not raise his/her cumulative GPA to the required minimum during the semester of "academic probation," the student is placed on "academic suspension" for one semester and must re-apply before returning to the college.

Repeating Courses: A student may repeat any course. When a course has been retaken, the first grade remains on the transcript but is not computed into the student's GPA. Instead, the more recent grade becomes the official grade and is computed into the student's GPA.

A repeated course may not be transferred from another college.

Academic Integrity

A key principle integrated into the philosophy of education at Southeastern Bible College is that students develop spiritual as well as academic integrity. Integrity is an essential element of spiritual maturity. It is the responsibility of both students and instructors to maintain academic and professional integrity, as well as to refuse to participate or allow any form of scholastic dishonesty. This institution views academic integrity as part of a Christian's character and a key element in the graduation process at Southeastern Bible College. (Full policy available in the current Academic Catalog.)

Academic Responsibility

The information necessary for students to succeed in the area of academic responsibility includes policies related to student classification, course load, grading information, academic discipline and withdrawals. All of this information is available in the current Academic Catalog.

Class Attendance Policy

Because classroom participation is an important part of the student's educational experience, class attendance is highly valued and encouraged. Excessive classroom time missed will lower the student's grade by two gradations. A student may miss the equivalent of two weeks of class without penalty. Subsequently, each hour missed will lower the student's grade by two gradations (e.g., a grade of B+ will become a B-).

Three tardies equals one hour's absence. Class absences due to attending college-sponsored events (choir tour, ACSI Convention, or another specifically pre-approved by faculty) are excused. Students are allowed to make up for work missed. However, it is the student's responsibility for approaching instructors to inquire about work to be made up during these absences, or else they will be penalized. Guidelines for excused absences relating to approved SEBC sports will be provided by the SEBC Athletic coach. A student who misses four or more weeks of a class will receive a failing grade. Students absent for less than four weeks will have their grade adjusted according to the policy mentioned.

Disability Services

SEBC seeks to provide the opportunity for students to achieve academic success. Students with documented disabilities are encouraged to contact the SEBC Equity Office at (205)970-9221 to discuss reasonable accommodations.

Library

Mission Statement

The mission of the Gannett-Estes Library is to support the mission of Southeastern Bible College by improving collection development and patron services to meet the curriculum and research needs of the students and faculty. To enable students to be successful in their academic pursuits and to promote the development of quality educators, the library staff, to the fullest extent of our abilities and resources, will acquire, organize, and make accessible a well-balanced spectrum of information in both print and non-print formats, provide instruction in the use of library resources, and offer an environment conducive to academic study.

The secondary mission of the library is to serve the staff, alumni, and community patrons as they pursue goals of personal enrichment, research, and service.

Library Hours

Monday, Tuesday, Thursday:	8:00 a.m. - 9:00 p.m.
Wednesday & Friday:	8:00 a.m. - 5:00 p.m.
Saturday:	12:00 p.m. - 4:00 p.m.
Sunday:	closed

The library will close for chapel from 9:30 - 10:30 every week for President's Chapel. It may also close for other chapels.

Holiday, summer, and other exceptions to regular hours will be posted.

Patronage

The SEBC Library serves students, faculty, staff, graduates, and community patrons. Students, faculty, staff, and graduates are not charged a fee to use the library. Community patrons may use any library resources in-house for no charge, but are charged an annual fee of \$25.00 to check out materials.

General Library Policies

1. No food or drink in the library.
2. Patrons are expected to be as quiet as possible to maintain an atmosphere conducive to study.
3. Cell phones should be turned off or placed on vibrate. Cell phone conversations should take place outside the building.
4. The library telephone is a business line and is not available for patron use.
5. Only library staff are permitted in the library office.

6. Please do not shelf books. The library staff will shelf books and count them for statistical purposes.
7. Any patron exhibiting improper behavior, including viewing inappropriate Internet sites, will be asked to leave the library.
8. Children under the age of 14 must be accompanied by an adult at all times while on campus.
9. The library director reserves the right to refuse use of the library to any patron who does not follow library policies.

Circulation Policies

1. Reference materials, periodicals and reserve books may not be checked out.
2. All circulating materials except equipment, videos, and DVDs may be checked out for a three-week period and renewed for one more three-week period. Materials may be renewed by phone at 970-9233.
3. Videos and DVDs may be checked out for one week and may not be renewed.
4. Patrons may have a maximum of 10 items checked out at one time. Only 3 of the items may be movies.
5. Patrons should return items to the library front desk or, when the library is closed, to the book drop.
6. Do not take any materials from the library without checking them out! If a patron takes materials from the library without checking them out, appropriate disciplinary action will be taken and fines incurred to the patron.

Checking your Library information

To check for fines and due dates on items you have checked out from Southeastern Bible College, follow the instructions below:

1. Go to the library website and enter any search term to bring up the main search screen (in blue, white and black).
2. Click on the "my items" link. This is located on the right hand side of the screen. It is the last link under the blue "General" bar.
3. Enter your library number in the first box (Patron Barcode), and your first name as it appears on your ID in the second box (Patron PIN). If your library number is not printed on your library card (any cards printed before 2007), come by the library to find out your patron number. This number is only used by the library.
4. Any fines you have will be listed at the top of the page. Books will be listed below with the due date given in the information displayed.
5. If you wish to change your PIN please come to or call the library between the hours of 8:00 AM and 3:00 PM and request a change.

Notice about Journals and Reserve Materials

Journals in the Gannett-Estes Library do not circulate. They are not to be taken from the library. Patrons may read journals in the library or make copies of articles to take from the library.

Remember that a missing journal may be the one you need for an assignment! Any patron found taking journals from the library will be charged \$25.00 per issue and will not be allowed to check out any materials until the fine is paid.

Materials on reserve are not to be taken from the library. Be careful not to leave the library with reserve materials. Any patron who takes reserve materials from the library will be charged \$25.00 per reserve and will not be allowed to check out any materials until the fine is paid.

Overdue Materials and Fines

Notices of overdue materials and fines are placed in each student's mailbox periodically. Patrons are responsible for returning materials on time without being notified. Patrons having fines above \$5 or overdue items may not check out any other materials until this matter is resolved.

Overdue videos and DVDs - \$1.00 per item per day.

All other materials - \$0.25 per item per day.

All materials must be turned in, and all library fines paid before a student receives transcripts or a diploma.

If an item has been overdue for three months or more it will be considered lost and replacement fees will apply (see lost materials). If an item is out-of-print the library director will determine the amount charged to the student. At the point when an overdue item becomes a lost item, a notice will be placed in the student's box.

Lost Materials

If you lose a library item, notify the library at once. The overdue fine will then be stopped. After a month, if the item cannot be found, you will be charged the replacement cost plus a \$10.00 processing fee.

Cooperative Agreement with Samford University

SEBC and Samford University allow currently registered students from each institution to use each other's libraries. Students are responsible for observing each library's policies and procedures. SEBC students must present their current SEBC ID cards at the Samford University Library in order to use the library resources. The Samford University Library web site is <http://library.samford.edu/>.

Interlibrary Loans

If you need items not available at SEBC or Samford, check with your public library. The web site for Shelby county libraries is www.shelbycounty-al.org. The web site for Jefferson county libraries is www.jclc.org. Items that cannot be located in local libraries may be requested through interlibrary loan. See the library staff for details.

Catalog

The materials in the SEBC Library are computer cataloged and can be accessed at the library computer workstations. The library catalog can also be accessed on the web at www.sebc.edu/library.php.

Computers

The library houses computers primarily for research. When patrons are waiting for computers, research needs will take priority over word processing and non-research activities.

Patrons may be asked to relinquish terminals.

All documents must be saved to a removable storage device. Documents left on the computer will be deleted from the hard drive daily.

Black and white computer printouts are free as long as they are for academic purposes. Color printing and printing. Color printing and printing for non-academic purposes costs \$.10 per page. Please pay at the circulation desk.

Computer Databases

1. AVL (Alabama Virtual Library), multiple databases provided by Alabama tax dollars. This service includes online dictionaries, encyclopedias, and many full text articles.
2. ATLA religion database with ATLASerials combined with Christian Periodical Index Online.
3. Newsbank, database of worldwide newspapers and some news magazine.
4. Philosopher's Index.

Computer Programs

1. Microsoft Office products
2. Gramcord Greek New Testament with Bible Companion
3. Hammorah Hebrew Grammar Tutorial

The following items are on reserve – see library staff

4. Greek Master
5. Parsons Hebrew Tutor
6. Church Clip Art
7. Past issues of Journal of Biblical Counseling (1977-2001)

Search Engines That May Help You

Google.com	Excite.com	Yahoo.com	Infoseek.go.com
Dogpile.com	Lycos.com	MSN.com	Webcrawler.com

New Technology Notice

New computer and electronic resources may be added during the school year. Please check with the library staff for any updates in computer databases, programs, or other resources.

Electronic resources

Electronic books (e-books) and electronic journals (e-journals) are available through the library catalog. Ask a library staff member for assistance in accessing them.

Catalog Classification

All materials in the library are cataloged by the Library of Congress classification system, which separates materials into 20 classes. Classes are identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics by numerical notation. For more details on this system, see the librarians or the information rack in the library.

Copier

Photocopiers are available in the library for anyone's use. All copies are \$0.10 each. Duplex copies count as two copies. Copiers are run on the honor system, please pay after making copies. Due to staffing restraints the library cannot take IOUs. If you cannot pay when the copies are made, the library staff will be glad to hold the copies at the circulation desk until payment is made.

Some articles are protected under copyright and should not be copied. There is a note posted by the copier to remind patrons of the copyright laws.

Enlarger

A color screen monitor for enlarged print and photo viewing is available for low vision patrons. The enlarger offers distortion free magnification of books and other print material and can be used for note writing also.

Please see the SEBC tutorial, SOFIA, for an introduction to the library and to research skills. SOFIA can be accessed from the desktop of all computers in the library lab and the computer lab.

GENERAL CAMPUS SERVICES AND GUIDELINES

ARC

The Aulds Recreation Center (ARC) is a meeting place for students during class breaks in the evening hours and on weekends. In the ARC are Ping-Pong and pool tables, other games, television, movies and snack food machines.

The ARC is designed for the students of SEBC. Children under 13 years of age should not be left unattended and should never, for any reason, operate equipment in the ARC. If for any reason someone is misusing the ARC, please inform the Student Life Office. Any misuse of equipment that produces damage will result in application of the appropriate fines as defined by the business office. Fines will be added to the student's school bill.

Bulletin Boards

Bulletin boards are designated for use by particular organizations, or campus offices. Please ask the Student Life Office before you post any item on an SEBC bulletin board.

Change of Address/Name

If there is a change in your permanent address or name, please notify the Registrar's Office immediately.

Children On-Campus

Children 13 years of age and younger must be accompanied at all times by an adult. Children 14 years of age and older must conform to all the rules for appropriate behavior at Southeastern Bible College. Babysitting/child care should not be conducted on-campus or in the residence halls. Persons not adhering to the rules of the college will be excluded from the premises.

Counseling Services

Students are encouraged to discuss any personal matters and seek guidance from a faculty or staff member. The Campus Pastor and Dean of Students are available to assist students in any need (physical, personal, emotional, practical or spiritual.) When in-depth and more long term counseling is needed, referral to competent Christian professionals is available through the Student Life Office.

E-Mail Address

All students are issued an e-mail account with SEBC. Students are responsible for official information sent to their SEBC e-mail account and are expected to check their account regularly.

Employment Services

On campus student employment is arranged through the Business Office. Students looking for assistance locating off

campus employment will find postings available through the SEBC website - www.sebc.edu/employment.php.

Students are encouraged to consider the responsibilities of any employment position in light of questions of ethics, morality, and biblical lifestyle. You are reminded that at your place of employment, your work effort, quality, efficiency, attitude, and faithfulness reflect on your reputation, and the reputation of SEBC. Remember you ultimately represent God in the community.

Facilities

Please be respectful of the SEBC facilities, furniture and equipment. Furniture and equipment are not to be removed from their designated place in the classroom, hallways, meeting area, cafeteria, residence halls and/or ARC. If you need a piece of furniture or equipment moved, please contact David Powless at extension 225 for permission and assistance.

Financial Aid

Financial Aid in the form of loans, grants, or scholarships may be used as a down payment only if the student has completed and submitted the required applications, which determine student eligibility, to the Director of Financial Aid prior to registration. Any student is eligible to apply for any form of financial aid. You are encouraged to investigate this possibility with the Director of Financial Aid, ext. 215.

Fire Safety

SEBC considers fire safety extremely important and students have an obligation to adhere to the college regulations as well as city and state statutes. The following are policies for matters involving fire safety.

1. Unauthorized Burning. An individual who sets a fire (commits arson) in or near a college building will be subject to appropriate disciplinary actions, charged a fine of \$500, and will be charged for repairing any damage caused by the fire. An individual who burns material in a building or surrounding buildings (bonfire) without permission of the college may be subject to appropriate disciplinary actions.
2. Fire Alarm Evacuation. Whenever a fire alarm sounds, normal evacuation procedures must be followed. All occupants must leave the building and may not return unless told to do so by SEBC officials or fire officials. Any individual who fails to evacuate a building after a fire alarm has sounded may be subject to appropriate disciplinary action and may be charged a fine of \$100.
3. False Fire Alarm. When an individual causes a false fire alarm they will be subject to appropriate disciplinary actions. In addition to disciplinary actions, a fine of \$400 may be charged.
4. Misuse of Fire Safety Equipment. Any individual who misuses or tampers with fire safety equipment will be subject to appropriate disciplinary action and may be charged a fine of \$100 plus the cost of repair or replacement, cleaning the facility, and damage to other property.

In addition to SEBC penalties, students may be subject to prosecution in criminal court in accordance with Alabama State Fire Code.

Fire Safety Procedures

If you see flames or smell smoke in a campus building:

1. Activate the fire alarm (pull station) on your way out.
2. Evacuate immediately to designated meeting *areas.
3. Call the Fire Department (9-1-1).
4. Notify the Director of Facilities during business hours.
5. Notify Security or the RA on duty after business hours.

If a fire alarm sounds:

1. Take a towel or jacket to cover your head in case of smoke.
2. Leave room; close the door behind you.
3. Proceed to the nearest exit. If there is smoke, cover your head. Stoop or crawl along the corridor to the nearest exit.
4. Evacuate to the designated meeting *area.
5. If you are unable to leave the room, open the window and place a towel out the window to signify your need.

**Designated areas:*

Residence Halls designated areas: Grassy knoll across the parking lot and closest to the street.

Main Building designated areas: Grassy knoll behind the Library; Parking Lot East of President's Office; Grassy area past the front parking lot.

Housing Policy

SEBC is committed to the pursuit of spiritual development through on-campus living. To help foster a healthy community, SEBC has the particular policies in place regarding the following:

Age Limit. On Campus housing is for traditional students who are under the age of 30. Exceptions may be made for existing residents who started SEBC prior to turning 30 and have not had a break in their attendance.

ACHIEVE Students. On Campus housing is not available for students in the ACHIEVE program. On campus residents who switch from traditional courses to the ACHIEVE program will be asked to move off-campus.

Credit Requirements. On Campus housing is for SEBC students taking a full course load at SEBC. Students taking less than a full load at SEBC are accommodated as space is available and with the permission of the Dean of Students.

Vacations and Holidays. Residence halls are closed during Thanksgiving, Spring Break and between semesters. Students may not remain in their rooms during these breaks unless they have filled out the proper Vacation/Holiday Housing paperwork and made payments ahead of time. Students on campus during the breaks are to abide by all guidelines and policies in the Residence Handbook and Student Handbook.

The College reserves the right to make whatever reassignment or adjustment in accommodations or removal from the residence hall deemed necessary by the staff; to determine appropriate use of rooms and furnishings; to inspect room for cleanliness, upkeep, security, discipline and orderly operation of the College.

Inclement Weather Policy

SEBC will always close due to inclement weather whenever the Jefferson State Community College, Shelby-Hoover Campus announces that they are closed. SEBC will not make a separate announcement.

During times that Jefferson State Community College, Shelby-Hoover Campus may not be in session, the decision will be made by the VP for Operations, who holds the ultimate decision regarding closing.

Communication re: Closing of College

Jefferson State Community College, Shelby-Hoover Campus notifications are posted at the following web address: www.jscc.cc.al.us/closings/index.aspx

When a separate announcement is necessary, The VP for Operations will make the necessary notifications through SchoolCast.

Identification Card

Every student is required to have an ID card. The ID card is required when borrowing materials from the library. If you have lost or damaged your ID card, please contact the Library.

Lost & Found

Lost & Found is located in the Student Life Office. All items left at the end of the semester will be thrown away or donated to local ministries.

Mail Service

All fulltime traditional students are issued a student mail box through the Student Life Office during registration. The mailbox key deposit is \$5.00 per semester and will be refunded at the end of the Spring semester, when the key is returned or when the student departs school with no plan to return.

Mail is placed in student mailboxes Monday thru Friday. Students receiving packages will receive notice in their mail box and may pick up packages through the Student Life Department. Students may not enter the mail room to retrieve their mail or other students' mail.

Your mailing address while on campus is:

Your Name & Box Number
Southeastern Bible College
2545 Valleydale Road

Birmingham, Alabama 35244

First class mail received during a break between semesters will be forwarded to your home address or the address you designate. Mail received less than five days before registration for the new term will be held for your arrival.

Non-Discrimination Statement

Southeastern Bible College adheres to the Equal Opportunities provisions of Federal Civil Rights laws and regulations that are applicable to this institution. SEBC does not discriminate on the basis of race, color, national origin, sex, age or disability.

If a student feels that he/she has been discriminated against based on disability, the student is to follow the procedures for voicing a grievance outlined in the Non-Academic Grievance Policy. The policy is located on page 8 of the Student Handbook.

Posters

The Student Life Office must approve posters, letters and notices prior to distribution or posting. Posters must be removed within 2 days of the event.

Safety and Security

In the case of an emergency during normal business hours please notify Security at (205) 266-8355 or (205)970-9230.

If a clear emergency arises after hours, call the Sheriff's Office (669-4181), fire department (991-6439) or 911 and then notify the people listed below.

If an emergency arises after hours and you are unsure how to respond, you should:

1. Notify campus security personnel or
2. Notify a resident assistant or
3. Notify the Dean of Students.

General Safety Information

Even though Southeastern enjoys a generally safe environment, students should abide by the following precautions:

- Park vehicles in designated spaces and keep them locked.
- Do not leave valuables in vehicles. If you must leave items in the car, place them in the trunk or out of full view.
- During dark hours walk quickly and confidently. Walk only in lighted areas. Avoid being alone.
- Keep your purse tucked closely to your body.
- Do not prop open exterior doors.
- Keep your keys with you at all times and do not lend them to anyone.
- Report any suspicious person or activity to college personnel immediately.
- If accosted, do not resist. Yield your property immediately, then run to a well-lit public area.
- Carry a whistle or other sounding device to use only in an emergency.
- Never get into a car with a stranger no matter how demanding they are. Report any crime promptly to the police department. Immediately write down every detail possible about the person and event. Pay special attention to physical characteristics such as height, build, eye-color, race, gender, hair color, or any distinctive features including clothing.

Campus Lockdown

SEBC will notify students through our emergency notification system (SchoolCast) when circumstances warrant a lockdown. SEBC notifications and instructions will distinguish between two types of lockdown: external lockdown and intruder lockdown. An external lockdown is when SEBC receives word from local authorities of an outside threat to the campus. An intruder lockdown is when there is an intruder or threat on campus.

External Lockdown.

SEBC will issue a code "External Lockdown" with the following procedures:

- Bring people inside
- Lock exterior doors

- Clear hallways, restrooms and other rooms that cannot be secured
- Pull shades; keep students away from windows
- Control all movement, but continue classes.
- SEBC will issue an “all clear” when the emergency has passed

Intruder Lockdown

If you witness an intruder who is actively causing deadly harm or the threat of imminent deadly harm to people, immediately seek cover and call 911. SEBC will issue a code “Intruder Lockdown” with the following procedures:

- Lock classroom doors.
- Do not lock exterior doors.
- Do not sound the fire alarm to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Move away from windows and close the blinds.
- Barricade the door if possible. Use furniture and desks as cover.
- Turn off the lights.
- Put cell phones on vibrate.
- Do not make any noise.
- Do not respond to anyone at the door until the “all clear” is issued.

Jeanne Clery Act

Campus Crime Statistics are available in the Registrar’s Office upon request.

School Hours

SEBC offices are open Monday–Friday, 8:00 am–4:30 pm.

SEBC Main building is open Monday–Friday, 8:00 am–11:00 pm.

SEBC ARC is open Monday–Saturday, 8:00 am–11:00 pm.

Severe Weather Procedures

During a Severe Weather the following procedures will be in effect:

- When a weather bulletin is announced or when local sirens identify danger, the Security personnel, SEBC official, RA or other designated personnel will stay tuned to radio/TV until the bulletin is lifted.
- During a Severe Thunderstorm Warning or Tornado Warning, all students and employees at the main campus are to move to an interior hallway located on one of the two lower levels away from windows. Designated areas include the hallway near the Elementary Education classrooms, the hallway near the Student Council office, the ramp leading down to the cafeteria, and the library.
- During a Severe Thunderstorm Warning or Tornado Warning, all students in the residence halls are to move to a downstairs interior hallway without windows.
- During a tornado watch any student will be allowed to move to a shelter area, if desired.
- Periodically, there will be practices of this policy to ensure that everyone knows the proper procedure.

Solicitation

No one can make collections or campaigns for funds among students for any purpose except by permission of the Dean of Students. Those wanting to sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity on campus will need to contact the Dean of Students for approval.

Student Accounts

Payment of Accounts - All semester charges are due and payable on the day of registration. If extended payment terms are necessary, the student must pay 50% of the total charge and must make arrangements through Tuition Management Systems, Inc.

Dropping Individual Courses - To add or drop classes after registration, a \$20.00 administrative fee will be charged. Tuition refunds for individual courses dropped will be made only if the courses are dropped during the first two weeks of classes. In order to drop a class, the proper form must be submitted through the registrar’s office.

Official Withdrawal from School – The official withdrawal process begins with contacting the Dean of Students, who

will conduct an exit interview and assist with the proper procedure for withdrawals. There is a withdrawal fee of \$100.00. If a student does not officially withdraw, there is a charge for all the classes for which he/she is registered.

Student Insurance

SEBC requires all full time traditional students and all dorm students be covered by health insurance. Students may elect to carry their own health insurance or purchase insurance through SEBC's student health plan. More information about the school's student health insurance can be found at www.studentassist.com Password 0384.

Student Organizations & Leaders

Student organizations and leaders help foster the mission of SEBC among the student body. Recognized student organizations meet the qualifications set forth by the Student Council constitution. In addition to organization requirements, student leaders must demonstrate the heart and character to serve as a leader. Student leaders must have and maintain a minimum 2.0 GPA (cum.). Some student leader positions demand a higher GPA requirement (Student Senate officers – 2.5; Resident Assistants – 2.5). In addition to GPA requirements, student leaders may not continue to serve while under any formal discipline.

SEBC organizations are:

Student Senate serves as a liaison between the students and administration, and generally to promote the growth of the college. To these ends Student Senate shall represent the student body in the overall affairs of the College, oversee specific activities designated to and agreed upon by the Senate.

Student Council serves the student body by coordinating activities that promote spiritual, social, physical and mental development within the student body. Activities include community and campus outreach, banquets, interactive outings, movie nights, Lip-Synch, etc.

Student Missions Fellowship (SMF) exists to glorify God by informing and promoting missions involvement, via student-led prayer, chapels, an annual conference, and promotion in behalf of worldwide service. SMF is led by students elected yearly by the student body.

Epic Men's Ministry, "extending beyond the usual and ordinary; pursuing God with reckless abandon." Men of Southeastern believe strongly in accountability, prayer, leadership and service. We aim to provide ministry opportunities to encourage, instruct, and challenge men to become all that God has called and purposed them to be in their school, home and community. The theme of the ministry is Titus 1:9.

Women's Ministry is a student led organization that exists to help unify the ladies at Southeastern through encouragement, service and a genuine love for one another. This is accomplished through weekly meetings, service projects, retreats and fun times. The theme of the ministry is Philippians 2:2-4.