

Christian Ministry Handbook

2018-2019

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**“Moreover it is required in stewards,
that a man be found faithful.” (1 Cor. 4:2)**

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Welcome to Calvary University's Christian Ministry Program!

Why do we have a Christian ministry Program?

1st Reason: Our Bible accreditation association requires it. The Association of Biblical Higher Education (ABHE) requires each student to be involved in Christian ministry in a formal way. Because it is required, we provide an official permanent record of your Christian Ministries on your college transcript. Therefore, it is essential that you complete all the program's requirements in order to graduate from Calvary University.

2nd Reason: To help you prepare for a life of faithful and fruitful service and to further God's kingdom! We have this program because we believe that practical Christian ministry experiences are a necessary and crucial part of your training. By properly choosing your Christian Ministries, it gives you the opportunity to have a personal, God-directed discipleship program. Therefore, we encourage you to seek the LORD and choose your Christian Ministries prayerfully and wisely. In doing this, it can give you experiences in specific fields of ministry wherein God can better prepare you for a life of fruitful service and to help prepare you to be able to fulfill your God given destiny. Our desire is that your Christian Ministry will help prepare you for life and future ministry while also helping you build a resume of meaningful ministry experiences.

3rd Reason: It is how Jesus disciplined His disciples.

We have it because it is how Jesus Christ trained His disciples. He not only taught the disciples, but He sent them out to minister. Jesus sent His disciples into the marketplace to put into practice what they had seen and what they had been taught by Him. Following their practical ministry, they reported back to the LORD and He questioned them and answered their questions. We pray the Debriefing Interview will be helpful in answering you questions and guiding you through your learning experiences in your Christian Ministries. By sending the disciples out into ministry he was discipling them and preparing them for their future ministries when He would no longer be physically with them. Therefore, we believe that the practical training received through your participation in the Christian Ministry program will be vital to your understanding of God's call upon your life and how to fulfill it.

Our prayer is that God will use local churches, pastors, lay leaders and ministries along with Calvary's faculty and staff to work together to give you the best discipleship experience possible.

How to get the most out of your Christian Ministry experience!

In the Christian Ministry Program, you will find that we give you some structure and require some accountability. However, we also give you freedom to choose what you discern God would have you do for a Christian Ministry.

Fulfilling your Christian Ministry responsibilities gives you the opportunity to develop a pattern of seeking the LORD for His personal direction and a deepening of your understanding on how He personally leads you. If you seek the LORD and choose your Christian Ministries wisely and prayerfully, He can give you the right experiences in the fields of ministry that will help prepare you for God's purpose for your life.

We believe that the practical training received through your participation in the Christian Ministry program can be vital to your understanding of God's call upon your life. It can also help you put into practice what you are learning in the classroom.

We want you to grow and learn to walk in confidence that you are following His leading and His perfect will whether it is in the secular arena or in full time ministry. Remember, you are the key. A good spirit toward your Christian Ministry now can be one of the most helpful things you can do to receive the most from this program. Please look at the requirement of Christian Ministry as an opportunity to serve the LORD and grow in Him rather than just an obligation to fulfill. Our prayer is that you will experience the joy of ministry and the benefits of this program. May you and those to whom you minister be blessed through this program. Blessings...Numbers 6:24-26. ***Please Remember: Ministry is a privilege and it is an honor to be called by God and to serve HIM.***

Basic Guidelines for Fulfilling Your Christian Ministry

What are your responsibilities for Christian Ministry?

(How all students fulfill their Christian Ministry Requirements are the same for all students, both graduate and undergraduate. However the number of credits required for graduate students are not the same as undergrad students - Seminary/Graduate student credit requirements are on page 9.)

1. **Attend a local church:** A minimum of 2 services per week when doing a regular Christian Ministry or Church Search.

Christ is building His church (universal), and the local church is an important part of His plan to accomplish this goal. The local church is not a man-made idea but it is God ordained. Much of the New Testament is written directly to local churches. Everywhere Paul went he sought to establish a local body of believers who would work together to worship the LORD and further His kingdom.

You are given your first semester to find a local church where you can feel at home for worship, fellowship, and service (2 Cor. 2:9; 10:5; 1 Tim 3:15). Please remember that Scripture exhorts us not to forsake the assembling of ourselves together (Heb. 10:24-25). Developing a healthy relationship with a great family of believers is what we really desire for you. Our prayer is that you will see the need for and want to be at church far more than the minimum requirements. When you attend your church's worship services, Sunday school, home Bible studies, prayer groups, etc., we want you to be there because you desire to be there, rather than just being there to fulfill your obligation.

2. **Perform up to 7 Christian Ministries:** Your Christian Ministries should provide ministry experience in either evangelism, local church/ministry organization, or in the area of your academic major. We encourage you to have some form of evangelism and discipleship and the use of your biblical training as part of all your Christian Ministries. The actual amount of Christian Ministries required will depend upon the length of your academic program less any transfer credits or early college credits you have completed and applied to your degree program (to be explained later in this handbook).

Brief Overview of the Christian Ministry Guidelines

I. Four important qualities for Christian ministry:

- | | | | |
|-----------------|----------------|------------|---------------|
| 1. Faithfulness | 1 Cor. 4:2 | 3. Abiding | John 15:1-8 |
| 2. Humility | 1 Peter 5:1-11 | 4. Love | John 21:15-22 |

II. How many Semesters do I need?

-Seven Semesters (generally)

III. What do I need to do?

1st Semester:

1. Register for CM-099-O1 (Registrar’s Office)
2. Do a Christian Ministry – find a church home (Church Search).
Seek the LORD as to where He wants you to attend and serve.
3. Meet with the Christian Ministry Director for a Debriefing Interview during the semester.
4. Fill out one form (Christian Ministry Church Search Verification Form) and turn it in to the CM Office: Either online or paper format.
 - ✓ Church Attendance (at least 2 services per wk)
 - ✓ Christian Ministry (searching for a home church while at Calvary)

2nd Semester through your 7th Semester:

1. Register for CM-099-O1 (Registrar’s Office)
2. Do a Christian Ministry – consult the rest of the CM Handbook for details.
Start seeking the LORD now, concerning what He would have you do.
3. Fill out a Christian Ministry and Church Attendance Verification Form and turn it into the Christian Ministry Office.
 - Church Attendance (at least 2 services per wk.)
 - Christian Ministry (12 wks., 2 hrs. per wk. or 24 hours)
4. If required, meet with the Christian Ministry Director for a Debriefing Interview during the semester,

IV. Non-Academic Probation happens when a student habitually fails to fulfill the requirements of the Christian Ministry program, and does not respond too encouragement to do so.

Guidelines for Paperwork

The following is a schedule when the Christian Ministry forms are due.

Documents	Fall Ministry	Spring Ministry
<p>One form each ministry: 1st Semester Form Christian Ministry “Church Search” Verification Form. To verify faithfulness in searching for a church home.</p> <p style="text-align: center;">2nd -7th Semesters form Church Attendance and Ministry Verification Form – To verify faithfulness and compliance with church attendance and/or ministry requirements.</p>	<p>Filled out and signed any time during the semester. If students needs to have a Debriefing Interview the form needs to be completed by the time of the interview.</p>	<p>Filled out and signed any time during the semester. If students needs to have a Debriefing Interview the form needs to be completed by the time of the interview.</p>
<p>Graduating Seniors – If you are doing a CM your Debriefing Interview and paperwork must be completed and turned in to the CM Office by:</p>	Dec. 1	May 1

*A ministry done between semesters may be counted during either the spring or fall semester.

This portion is a brief overview - please read and always consult the rest of your Christian Ministry Handbook for complete details and instructions. If you have any questions, please email me or come by the office - I will be glad to answer any questions you might have. We are here to help you fulfill your requirements, and more importantly, help you fulfill God’s plan for your life.

Student's Requirements for Receiving Credit for Their Christian Ministries

Every new undergrad student's 1st semester's Christian Ministry is a "Church Search" and requirements for it are:

Church Search: We give you this first semester to find a church home.

1. Register for Christian Ministry: CM-099-O1
*There is no charge for this credit
2. Pray and seek the LORD's will for a home church.
3. Attend 2 church services per week: (Haystack can count as one of these services)
If you need to find a church, we encourage you to visit as many churches as you need to find a church home.
If you are unable to find a church home your first semester you will still need to continue to look for one, but you can only use one semester for a "church search" credit.
4. If you have a church home already: just attend 2 services per week for the semester and you can earn a Christian Ministry credit for a "Church Search".
5. Complete a Christian Ministry "Church Search Verification Form" (Online or Paper form)
6. Complete a Debriefing Interview: Toward the middle of the semester or before, you will need to meet with the Christian Ministry Director for a Debriefing Interview. At that time you will be given important information on how to fulfill the rest of your Christian Ministry requirements for graduation,
 - **For on campus students:** There will be signup sheets outside the Directors office (Room #112 East Education Building) for you to select a time to come in for your Debriefing Interview. Please follow signup instruction carefully.
 - **For off campus and/or online students:** You will need to set up Debriefing Interview through emails with the Director of Christian Ministry at cmin@calvary.edu
Either in person, webcam/skype or by phone (your choice).

Requirements for fulfilling the remainder of your Christian Ministries (2nd-7th ministries).

1. Prayerfully seek the LORD's will for what He would have you do for a ministry.
2. Register for Christian Ministry CM-099-O1 (O2 when doing a 2nd ministry)
*There is no charge for these credits
3. Attend 2 church services per week
 - a. Faithfull attendance (not perfect attendance)
 - b. Services that qualify:
 - Morning Worship, Sunday School, Evening Service, Youth meeting, Mid-week, Small group, Hay Stack etc.
*The service you minister in can be counting as one of the 2 services
 - c. 2 services is the minimum, we would encourage you to attend other services as well. We want you to really plug into your church family.
 - d. If you have a special problem in attending 2 services please discuss this with the Director of Christian Ministry.

4. Minister a minimum of 24 hours per semester in your selected ministry:
 - a. Ideally it should be for at least 2 hours per week for 12 weeks or for a total of 24 hours for the semester.
 - b. What can you count as ministry time?
 - a. Time spent: in prayer for your ministry, in preparation, in ministry, and time spent with people to whom you are ministering.
 - b. If serve during a service (sing/play for worship, teach Sunday School, Youth Group, etc.) you count the time of the whole service. That service also counts as a service that you attended.
 - c. Travel time does not count for ministry time unless you spend that time in prayer or going over your lesson.
 - d. *We believe that prayer and your preparation time are a very important part of your time spent in ministry.*
 - c. You may do a summer ministry of at least 24 hours and it counts as a ministry in either the previous or following semester or as a second ministry in either semester.
 - d. **Important:** Your ministry should provide ministry experience in either evangelism, local church/ministry organization, or in the area of your academic major.
 - e. Use your Christian Ministries to explore areas that you sense God is leading you.
 - f. We recommend that you have someone to report to and to whom you can be mentored.
 - g. If you have difficulty finding a ministry or fulfilling your hours, please contact the Director of Christian Ministry as soon as possible.
5. Complete a Christian Ministry and Church Attendance Verification Form.
 - a. Online or in Paper form
 - b. Turn it into the CM office or if a Debriefing Interview is required either before or at the time of your Debriefing Interview.
6. Complete a Debriefing Interview: If it is a semester you need to meet with the Director of Christian Ministry for a Debriefing Interview, toward the middle of the semester you will need to set up at time to meet with him. This will take 20 to 30 minutes. This is to help you evaluate your ministry and discuss what you have learned from it.
 - a. You will be notified if it is a semester you need to meet for a Debriefing Interview through the Christian Ministry office by email and/or your mail box.
 - b. If you are on campus you will need to meet in person with the Director of Christian Ministry. There will be sign up sheet outside the Directors office for you to select a time to come in for your Debriefing Interview. Please follow sign up instruction carefully.
 - c. If you are off campus and/or an online student you can select one of the following.
 1. Meet with the director in person
 2. Webcam/Skype
 3. Phone
 Please indicate which you prefer on your verification form.
 You will need to set up a time through email.

d. Amount of Debriefing Interviews needed for students requiring the following CM credits:

1. **Undergraduate:**

7 CM Credits - Meet 4 times - 1st, 2nd, 5th, & 7th semesters.

6 & 5 CM Credits - Meet 3 times – 1st 3rd, & last semesters.

4 & 3 CM Credits - Meet 2 times – 1st & last semesters.

2 & 1 CM Credits - Meet 1 Time - 1st or last semester

2. The reason for the different level of credits needed will depend on the length of the degree sought by the student less credits transferred in for one's degree program. *See below*
3. CM Office will send out a notice as to when it's time to fill out your Christian Ministry and Church Attendance Verification form.
4. You will need to fill out this form for each Christian Ministry you do.

CM Credits needed for graduation for all Undergrad Students:

Each student will need to complete the following CM credits for graduation.

4 year degree – 7 CM credits

2 year degree - 3 CM credits

1 year certificate - 1 CM credit

These are the normal CM credits needed to graduate from Calvary. For students with transfer credits or who have earned early college and dual enrolled credits from Calvary may find that their required CM credits can be reduced. For every 15 credits transferred in or earned in our early college or dual enrolled programs the Christian Ministry credits needed to graduate will be reduced by 1. If, while attending Calvary, a student takes classes at another institution and transfer them in to Calvary, those credits earned will be treated as transfer credits and this may reduce their required CM credits for graduation.

Every Calvary graduate and undergrad student will need to complete 1 Christian Ministry and 1 Debriefing Interview regardless of credits transferred in or course they are seeking to complete.

Early College and Dual Enrollment Students are not required to participate in the Christian Ministry program but are encouraged to be involved in Christian Ministry. The credits earned at Calvary in these programs are treated as transfer credits for determining how many Christian Ministry credits are needed to meet graduation requirement

Non-Degree Seeking Students Non-Degree seeking students are not required to participate in the Christian Ministry program but are encouraged to be involved in Christian ministry. However, if at any time their credits are transferred to be applied to a degree, they are responsible for fulfilling all of the Christian ministries the degree they are pursuing requires.

A make-up ministry is required when a ministry has not been completed. If a required semester of Christian Ministry is not completed satisfactorily for any reason, it will not be passed toward graduation requirements.

Possible make-up ministries include:

- i. A summer ministry
- ii. A second ministry in one semester (if approved by the Director of Christian Ministry)
- iii. Staying one extra semester at Calvary to pick up an extra ministry (or make-up a ministry you failed)

Graduate students in the Master of Arts in Bible and Theology, Master of Arts in Biblical Counseling and Master of Divinity Programs are also required to fulfil the following Christian Ministry requirements for graduation.

Christian Ministry Credits and Debriefing Interviews needed for Graduate Students.

CM Credits needed for graduation for Graduate Students:

- Degrees requiring 36 hrs. will require 2 CM credits
- Degrees requiring 51 hrs. will require 3 CM credits
- Degrees requiring 81 hrs. will require 4 CM credits

Debriefing Interviews needed for graduation for Graduate Students:

- Degrees requiring 36 hrs. will require 1 Debriefing Interview
- Degrees requiring 51 hrs. will require 2 Debriefing Interviews
- Degrees requiring 81 hrs. will require 2 Debriefing Interviews

The basic requirements for earning a Christian Ministry Credit for graduate students are the same as for undergrad students as outlined in this handbook, only the amount of credits and Debriefing Interviews required are different.

Attitudes and Responsibilities When Doing Your Christian Ministries

1. Demonstrate a commitment to Christ and the local church by:
 - a. Coming to your ministry fully prepared
 - b. Attending worship services and ministry faithfully
 - c. Following the policies and procedures of the church or ministry organization
 - d. Dressing in a manner honoring to Christ

Importance of a healthy attitude towards ones ministry:

When Christ measures our service in ministry, faithfulness is key (1 Cor. 4:2). Our personal abilities and skills in ministry are important but only play a small part when we stand before the LORD to be rewarded (1 Cor. 3:9-15). Have we been faithfully serving Him? That will be a major question that will be brought to light when we stand before Him. Along with our faithfulness Christ is also concerned with our motives and our willingness to serve Him (Isaiah 6:8: Matt. 28:19a). Are we willing to go wherever He sends us and serve Him selflessly? Are we taking advantage of the opportunities Christ brings our way and serving Him for the right reasons? To be given greater responsibilities by God in the future, we need to learn to be faithful in the little things He asks of us now.

2. Show commitment and respect to those over you in your ministry:
 - a. Understanding what is expected of you
 - b. Communicating constantly with those over you in ministry
 - c. Being teachable
 - d. Refraining from criticism
 - e. Notifying those over you or with whom you minister when you are ill or when you will need to be absent.

Tell those you minister with about dates you will be gone:	
Fall Break	October 18-19, 2018
Thanksgiving Break	November 21-23, 2018
Last Day of Fall Semester	December 14, 2018
Beginning of Spring Semester	January 14, 2019
Spring Break	March 18-25, 2019
Last Day of Spring Semester	May 10, 2019

One of the purposes of Christian Ministries is to train students in the importance of being faithful (1 Cor. 4:2). For this reason, consistent attendance in ministry and church involvement is expected. We understand, however, that there will be times when you will be absent. The following excused and unexcused absences apply to the guidelines of 12 weeks of ministry per semester and can count as ministry time when excused.

Excusable absences

- Cancellation of church or ministry activity
- Emergency at home
- Illness
- Poor weather

Inexcusable absences

- Studying/homework
- Traveling
- Social activity
- Oversleeping
- Employment

In general, you are responsible to plan your employment and school work around your church and ministry involvement. You are held liable when you fail to inform your employer of times that you cannot work because of your ministry commitment.

Furthermore, you are obligated to notify your ministry leaders of all college-sanctioned holidays when you will be absent from your ministry. Also, you must inform your ministry leaders immediately if you are ill or if an emergency arises. Please be sure to notify your ministry leaders if you do not plan to return the next semester.

In order for a regular Christian Ministry to be approved it should:

- a. Involve the student with people.
- b. Use the student's Bible education.
- c. Provide ministry experience in either evangelism, local church/ministry organization, or in the area of the student's academic major (see the chart on pages 14-17).
- d. Be for a minimum of 2 hours per week for 12 weeks (or a total of 24 hours per semester).
- e. If a student seeks to do a Christian Ministry that is uniquely different from the norm they need to seek approval from the Director of Christian Ministry.
- f. Internships required by or related to a student's major may be used for a Christian Ministry.

The Rewards of Ministry

Sometimes ministry can be hard and difficult but there is a real joy that comes when individuals to whom you are ministering turn to the LORD and/or surrender their life to Him. God promises to be with us and that He will never forsake us. He has also promised to give us eternal rewards for our faithful service. Earning rewards started the day we trusted Jesus Christ as our Savior. What a God we serve! Let us love Him with all our heart, soul, mind, and strength, seeking to please Him in all that we do.

Each year at *Honors Chapel*, Calvary honors three of our graduating seniors with a *Christian Ministry Award*. These awards are granted on the basis of competence, faithfulness, spiritual ministry, and potential for future contribution to Christ and his Church.

Suggestions for how to be involved in Evangelism, Local Church, and Ministry Organizations

Ministry Experiences Needed	Examples
Evangelism	<ul style="list-style-type: none"> • Help with visitation (e.g., follow-up of absentees and visitors, door-to-door calling, street witnessing). • Participate in a drama presentation of the gospel. • Tell a story or lesson that ends with a gospel presentation. • Share the gospel, an object lesson, or personal testimony with a group (e.g., CEF, youth group, Awana, rescue mission).
Church or Organization	<ul style="list-style-type: none"> • A teaching role (e.g., Sunday school, small group Bible study, CEF) • Assisting a teacher • Group leader (e.g., youth group, evangelism team, Good News Club) • Visitation (see examples above) • Chair a committee • Spiritual mentoring (e.g., follow-up of new Christians, train somebody one-on-one) • Music accompaniment (e.g., singing or playing an instrument) • Church planting

Christian Ministry Fair: To assist you and help you find a local church and/or a Christian Ministry, we host a Christian Ministry Fair at the beginning of each fall semester. We have approximately 30+ churches and ministries represented at the fair. This provides a way for you to get to know and be aware of the churches and ministries that are in the area and the opportunities for service that they may have for you to fulfill your Christian Ministries. Freshmen and new/first semester students are required to attend this event and all other students are encouraged to attend as well.

Academic Majors and Practical Ministry Suggestions

This involves practical experience in the area of the student's academic major

Academic Major	Examples
Advanced Biblical Studies	Any ministry in which you regularly use your Bible education: teaching, assisting a teacher, church planting
Biblical Counseling	Counseling people about issues, mentoring people in the faith, GotQuestions.org, Internship, project
Children's Ministry	<ol style="list-style-type: none"> 1. Teaching children 2. Directing a children's ministry
Elementary/Middle/Secondary Education	1 semester – tutor, 2 semesters – teacher's aide, 1 semester – student teaching
Intercultural Studies	Work cross culturally: English partner, missions trip, church planting, evangelism
Music Education	<ol style="list-style-type: none"> 1. Ministry with Calvary music groups: Chorale, small ensemble during the school year or summer, chapel praise team, music group/team leader 2. Helping and leading music for children, youth, or adults in church and/or local school. Get as much teaching and classroom experience as possible. <ol style="list-style-type: none"> a. School: music teacher assistant, choir director assistant, band/orchestra director assistant, help with sectionals, do some teaching/directing/rehearsing, vocal ensemble director or assistant, instrumental ensemble director or assistant, music teacher, choir director, band/orchestra director, choir accompanist, music intern. b. Church: pianist, song leader, worship leader, guitarist, choir director (children's youth, adult), praise team leader (youth, adult), youth group music leader, Sunday School leader, Awana music leader, children's church music leader, music leader at a Christian camp, music leader for VBS. 3. You may do some non-music teaching in a church or other situation to gain teaching experience and fulfill Christian Ministry assignments.

	Final Christian Ministry assignment is music student teaching.
Music Performance & Pedagogy	<ol style="list-style-type: none"> 1. Ministry with Calvary music groups: Chorale, small ensemble during the school year or summer, chapel praise team, music group/team leader. 2. Ministry with local church music ministry. Examples: pianist, song leader, worship leader, choir member, church ensemble member, orchestra member, praise team member, guitarist, choir director (children's, youth, adult), praise team musician or leader (youth, adult), youth group music helper or leader, Sunday School music helper or leader, Awana music helper or leader, children's church music helper or leader, music helper or leader at a Christian camp, music helper or leader for VBS. 3. Do some in pedagogy in your area of expertise: tutor, private lessons to child or youth, teach class/group in music.
Pastoral Ministry	Local church ministry participation & leadership – teaching and/or leading SS classes and/or small groups, interim pulpit supply, worship service leadership, outreach and/or visitation ministry, pastor, pastor assistant, Pastoral Internship (Junior/Senior year)
Professionally Directed Studies	Any ministry that relates to your major or minor.
Theatre Arts	<ol style="list-style-type: none"> 1. Directing or being part of the cast and production crew of a show or play. The more spiritual content the better (for up to 2 CM credits). 2. Directing <i>or acting</i> in an acting recital scene (but not for credit). 3. Participation in Chapel Theatre for non-credit 4. Participation in student's church theatre program 5. Directing a church theatre production 6. Teaching Sunday School or children's church (storytelling responsibilities) 7. Performing for/teaching at homeless ministry, soup kitchen, or any other charitable organization 8. Directing scenes for the acting recital (but not for credit)

Worship Arts & Youth	<ol style="list-style-type: none"> 1. Ministry with Calvary music groups: Chorale, small ensemble during the school year or summer, chapel praise team, music group/team leader (when not taken for credit). 2. Do some in children or youth ministry (church or para-church organization). See the Youth Ministries advisor to receive okay in this area. 3. Do some in local church music ministry. Examples: pianist, song leader, worship leader, choir member, church ensemble member, orchestra member, praise team member, guitarist, choir director (children’s, youth, adult), praise team musician or leader (youth, adult), youth group music helper or leader, Sunday School music helper or leader, Awana music helper or leader, children’s church music helper or leader, music helper or leader at a Christian camp, music helper or leader for VBS. 4. Students are required to have one semester of Worship Arts and Youth Field Experience.
Youth Ministry	Lead Bible study, camp counseling, spiritual mentoring, 1 semester – internship (Junior/Senior year).

**Other Ministries can be approved by the Christian Ministry Director.*

Non-Academic Probation

Non-Academic Probation happens when a student habitually fails to fulfill the requirements of the Christian Ministry program. The procedures and consequences of non-academic probation are as follows:

- i. **The student will be warned that he/she is being placed on non-academic probation.**
- ii. **A student can appeal being placed on Non-Academic Probation.** He/she can appeal the decision by meeting with the Christian Ministry Director to explain the circumstances. If the Director still feels Non-Academic probation is necessary, the student may request to meet with the Christian Ministry Committee. The decision of the Committee is final.
- iii. **Once placed on Non-Academic Probation, the student must complete the following:**
 - a. Write a one-page paper which acknowledges why he/she has been placed on Non-Academic Probation, affirm that the reasons for being placed on Non-Academic Probation will not happen again, and detail a plan concerning a change within the semester. This paper is to be submitted by the time given and must be approved by the Director of Christian Ministry.

