

## **President's Greeting**

*Welcome to Kentucky Mountain Bible College! We are excited to have you as part of our KMBC family. Someone said, "KMBC is big enough to meet your needs and small enough to care." "We care" comes from our hearts. We want to do our best to see you achieve your goals and fulfill your God-given potential.*

*Kentucky Mountain Bible College is a unique college with a unique purpose. Not only do we care from the heart, but also we desire our residents to exemplify high quality conduct that represents Christ well. KMBC students are preparing for the highest calling - representing God! As such, our demeanor, manners, habits, and conduct need to be courteous and above reproach.*

*At KMBC, we teach our students the responsibilities, values, and behaviors that the public expects of professionals in ministry.*

*We long for KMBC to be a nurturing environment for you, and that you may treasure your days here as some of the happiest of your life. May God richly bless your time spent at KMBC.  
Your friend in Jesus,*

Phil Speas  
President

***Kentucky Mountain Bible College is a Bible-centered undergraduate higher educational institution in a residential setting whose mission is to equip men and women to serve with:***

***a passion to Know God,  
a passion to prepare for His Ministry,  
a passion to live and teach the message of Biblical holiness,  
and a passion to evangelize and disciple the world for Christ.***

August, 2014

**“We are the Body of Christ,  
the expression on earth of Him who is in heaven.”**

A quote from “Love Not the World” by Watchman Nee

#### Purpose of KMBC

The purpose of Kentucky Mountain Bible College is to train young men and women for spiritual leadership in Christian service. To accomplish this, a proper academic, spiritual and social environment must be provided. The fact that not all students come from like backgrounds and training makes it necessary for guidelines and regulations to be established for the good of all concerned. In order for each student to have a clear understanding of these guidelines and regulations, they are set down in this handbook. Please acquaint yourselves with its contents and refer to it when questions of conduct or standards arise.

It is to be noted that policies set forth in this handbook are not for the purpose of being unnecessarily restrictive but to be productive and protective. They are established and maintained for the development of the total person as an individual before God, as a member of the KMBC family and as a prepared professional in ministry. A student at KMBC is expected to subscribe to both the letter and spirit of these guidelines. We pray that your Kentucky Mountain Bible College experience may be happy. It will be if you let Jesus have His way in your heart.

**We are Community,  
in the world but not of the world!**

## TABLE OF CONTENTS

President's Greeting	--	1	* Dress Standards	18-20
Purpose of KMBC	--	2	* Dating	20-21
School Calendar	--	4	* Married Students	22-23
<b>* Spiritual Life</b>		<b>4</b>	* Off Campus Policy	23
Chapel Attendance	--	4	* Academics	23
Sunday Observance	--	5	Administration	-- 23
<b>* Character Development</b>		<b>6</b>	Faculty Advisors	-- 23
<b>* Student Life</b>		<b>6</b>	Incomplete Work	-- 23
<b>* Dorm Life</b>		<b>7</b>	Student Load	-- 23
Entertainment	--	7	Class Attendance	-- 24
Study Hours	--	8	Missing a Class	-- 24
Cell Phones	--	8	Unexcused Absence	-- 24
Curfew/Quiet Hours	--	8	Late Papers and Tests--	24
Leaving Campus	--	8	Mobile Devices in class--	24
<b>* Dorm Life Details</b>		<b>9</b>	Plagiarism	-- 25
Dorm Fire/Safety	--	9	<b>* Sexual Harassment Policy</b>	<b>25</b>
Dorm Rooms	--	10	<b>* Violence Against Women</b>	<b>25</b>
Sickness	--	11	<b>* Student Grievance Procedure</b>	<b>26</b>
Services	--	11	<b>* Religious Freedom &amp; Sexuality</b>	<b>27</b>
<b>* Social Life</b>		<b>12</b>	<b>* Disciplinary Process</b>	<b>28-30</b>
Social Life Guidelines	--	12	Appeals	-- 30
Social Activities	--	13	<b>* Counseling Program</b>	<b>31</b>
Student Center	--	13	<b>* Character Development</b>	<b>32</b>
Coffee House	--	13	Character Evaluation	-- 32-33
Entertainment	--	13	<b>* Student Organizations</b>	<b>33-43</b>
<b>* Meals</b>		<b>13-14</b>	Class organizations	-- 33-35
<b>* Miscellaneous Details</b>		<b>15</b>	Missions Cabinet	-- 35-36
Lost and Found	--	15	Student Involvement	-- 36-37
Vehicles	--	15	Yearbook	-- 37-38
Parking	--	15	Non-traditional Students	38-39
Work Program	--	15	Student Council	-- 39-43
Weekends and Vacations		16	<b>* Student Bill of Rights</b>	<b>43</b>
Chapel Attendance	--	17	<b>* Who to See</b>	<b>44</b>
Firearms	--	17	<b>* Administration Officers</b>	<b>44</b>
Fire Safety	--	18	<b>* Voter Information</b>	<b>44</b>
Guests/Visitors	--	18		

**NOTE:** *The Student Handbook is a guide for student life and policy at KMBC. However, the Administration reserves the right to adjust items in the Student Handbook if necessary to fulfill KMBC's mission.*

## School Calendar 2014-2015

### First Semester

Freshmen Orientation .....	August 20-21
Registration .....	August 21
Convocation .....	September 7-12
Fall Break .....	After classes Oct. 16 through Oct. 20
Leadership Conference .....	November 6-8
Thanksgiving Break .....	After classes Nov. 25 through Dec. 1
Semester Examinations .....	Dec. 16-18
J- term .....	January 5-15

### Second Semester

Freshman Orientation .....	January 14-15
Registration .....	January 15
Convocation .....	To be Announced
Spring Break .....	After classes Mar. 15 through Mar. 24
Holiness Summit .....	To be Announced
Alumni Day .....	Saturday, May 2
Semester Exams .....	May 18-21
Commencement .....	Friday, May 22

The administration reserves the right to make adjustments to the school calendar.

***Be sure to add the KMBC Calendar to your Google account.***

### ***SPIRITUAL LIFE***

**Life itself is totally about a vital, growing, and radical relationship with God. Some things feed and nourish that relationship. A few of them follow:**

#### ***Personal Devotional Time***

Studying Scripture, meditation and prayer are essential to spiritual growth. Making a real effort to carve out time daily to do this is both reasonable and practical.

#### ***Chapel Attendance***

Chapel is a vital part of spiritual life at KMBC and happens regularly, Tuesday through Friday. Preaching, teaching, and missionary speakers make this venue a great source of grace, truth, and spiritual encouragement. Please see page 17 for chapel attendance expectations.

### **Prayer and Fasting**

Wednesday and Friday noon fast and prayer services and a Friday night prayer meeting are times for the campus to meet in the Chapel to bring special needs before the Lord. In addition, several prayer meetings are ongoing on campus throughout the week.

### **Convocations**

Near the beginning of each semester, a week is set aside and a special speaker is engaged to give special attention to spiritual needs, growth, and development. God has used these times over and over again to lead men and women into spiritual victory and freedom.

### **Discipleship/Accountability Groups**

Opportunities to participate in groups for the purpose of personal and spiritual growth are available and encouraged.

### **Field Ministries**

God seems to enrich those willing to reach out beyond their comfort zones. Opportunities to reach out abound at KMBC, and are strongly encouraged. Fields of ministry range from teaching Sunday School, preaching, working with youth and children, a variety of music ministries, prison, nursing home, and abortion clinic ministries, personal evangelism, tract work, and radio broadcasting.

### **Class Afterglows**

Periodically, following Sunday evening services, classes have separate praise meetings and get-togethers, usually at the home of their class sponsor.

### **Sunday Observance**

Sunday is a holy day, designated as "the Lord's Day" or "Resurrection Day" by the early church.

**Isaiah 58:13-14 lays out a pretty good**

**Scriptural overview for the day's observance.**

It's obviously about fellowship with God far more that it's about rules. God has particularly and clearly set apart this day for real fellowship with His people. When His people engage Him in that way, then physical, mental, emotional and spiritual rejuvenation will naturally follow. To encourage the student body to take advantage of this day in line with God's expressed intention, the day is to be observed by attending public church services, prayer, good reading, Christian fellowship, and physical rest. It is not a time for class preparation, regular athletics, or amusements and entertainment that are not in harmony

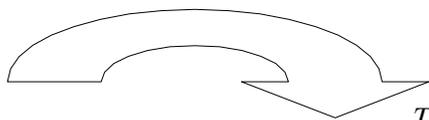
#### **Sunday Services**

All dorm students are required to regularly attend a church they choose from among the KMHA churches. Churches are to be selected by the 3<sup>rd</sup> Sunday of the semester. Attendance records will be received in chapel.

Sunday evening: All dorm students are expected to attend Mt. Carmel for the Sunday evening service unless they are serving in a Field Ministry appointment or have obtained permission from the Field Ministries Director or the Dorm Supervisor.

*This policy is explained in fuller detail in respective dorm meetings.*

with the purpose of the day. Anything that would distract from your spiritual development and the fellowship God intended by the establishment of this day is to be consistently avoided. ***Buying or selling on Sunday is not in keeping with the Scriptural injunction, so we expect our students to refrain from doing so.***



*This is a Radically Important deal!*

## **CHARACTER DEVELOPMENT**

*The entirety of the KMBC experience is intended to shape Christian character.* Various facets of this experience include dorm life, spiritual life, academics, social life, and work. Each student enrolled at KMBC should seek to add Christian virtues to his/her character through their relationship with Christ.

KMBC has adopted a standard of character requirements for graduation that is based upon Biblical principles, and these character requirements must be met at a satisfactory level in order for the student to be recommended for graduation.

Page 31 has a description of the character assessment tools and methodology.

## **STUDENT LIFE**

### **Dean of Students**

This administrator serves as a liaison between the needs of the students and the institutional policies designed to meet those needs. He serves as a counseling point, addresses chapel attendance, coordinates health services, oversees campus security, advises Student Council, oversees the Student Center, and coordinates the disciplinary system. He may make outside referrals to mental health professionals or to spiritual leaders such as pastors for more serious problems if deemed in the best interest of the student and the college.

The Dean of Students (Jim Nelson) also exercises supervision over all residence halls, with the assistance of the following staff:

Assistant to the Dean of Students	David Paul
Dean of Men	TBA
Dean of Women	TBA
Brengle Hall Supervisor	Bubba Jennings/Eric Avery
Ad. Building Supervisor	Leah Settles/Savanna Pelfrey
Swauger Hall Supervisor	Leah Settles/Savanna Pelfrey

**We are community, and as community there are things that enhance life together. Making personal sacrifices for the benefit of others is most Biblical and is part of what makes the community experience rich.**

**Living On Campus**

All single students not living with their parent(s) or guardian(s), are required to live on campus, in the dormitories.

In choosing to attend KMBC you have already stated that you would abide by the policies and guidelines, which includes respecting authority. While not perfect, the policies and guidelines have been designed to encourage life in community and a positive atmosphere for spiritual, academic, and personal growth.

**Entertainment**

Any audio equipment in student dorm rooms needs to be used with headphones during study hours or after 10:00 PM. The idea is that the volume level of audio equipment should not be heard in the next room or in the hall with the door closed: it's a courtesy deal.

**All students are to avoid entertainment (in any form, from downloads to comic books) that produces, promotes, or features the violent, the sensual or pornographic. The deal is, this kind of stuff dulls your spiritual sensitivity, undermines God's standard of holiness in heart and life, and can be a serious stumbling to your sister or brother.** It's a sad thing to have to say, but the college does reserve the right to monitor all media. The Dean of Students, Deans, and Dormitory Supervisors have the right to confiscate any media storage device containing questionable content, as well as the media devices used to play such content.

**In the interest of developing a disciplined life** and using study time to the fullest, X-box's, gaming stations, and any other related equipment are not permitted in the dorms, nor are students permitted to watch movies on their personal computers/tablets/smart phones or other electronic devices. **There is an area provided in the Student Center for appropriate movies and games.** In keeping with the IT guidelines, no non-academic material is to be downloaded, uploaded, or viewed live. Exceptions due to class requirements can be approved through the IT department or a faculty member.

*KMBC is committed to providing appropriate environment and motivation for the growth and development of the student's spiritual life. Our goal is to see each student deepen in his/her love for God, living a daily life of "holiness unto the Lord."*

All entertainment should meet scriptural standards. *"Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-- if anything is excellent or praiseworthy--think about such things." (Philippians 4:8) "...make up your mind not to put any stumbling-block or obstacle in your brother's way." (Ro. 14:13)*

### Study Hours

**Not everyone needs these defined, but surprisingly many do in order to succeed academically.** On school days the following hours are set aside for study:

7:55 - 11:40 AM (M-F)

12:20 - 3:00 PM (M-F)

7:00 - 9:00 PM (M-TH)

At these times a **very quiet atmosphere** is to be maintained.

Students are to study in their dormitories, the library or the coffee house. Groups wishing to study outside need to clear it with the Dean of Students.

*Think in terms of giving at least one hour of preparation to each class period.*

### Cell Phones

Students are not to use smart phones (Skype [or the like] included) at any time after 11:30 PM. **It's a self-discipline deal, which chews hard but nourishes.** Cell phones are NOT to be on anytime during classes.

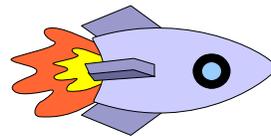
### Curfew (9:30 PM) and Quiet Hours (10:00 PM - 6:00 AM)

Students must be in their dorms by curfew. Curfew is 9:30 PM Sa - Th and 10:30 PM on Friday. Quiet is expected after 10:00 PM on week nights and 11:00 PM on Friday and Saturday nights **as a courtesy to others.** Students are to be in their own rooms after 10:30 PM on week nights and after 11:30 PM Fri. and Sat. All showering, laundry, and cooking should be completed before the above times. When it is necessary to study past 10:30 in another room, **you must secure permission from the dorm supervisor or RA.**

### Leaving Campus

**Weekdays 7:00 AM - 7:00 PM; Saturdays until 9:30 PM**

Students have permission to leave campus when properly signed out (each dorm has a SIGN-OUT SHEET). Trying to find someone that is not here (and failed to sign out) is a time and effort waste, so signing out is important. Choices do have consequences. If you need to be gone at other times, you must secure permission from the dorm supervisor.



Students are to secure permission from their dorm supervisor to leave the campus for more than three (3) hours, or to leave campus in a mixed group (5 minimum) for more than two (2) hours (see Social Policy). Students whose parents live on the Mt. Carmel or KMBC campuses may go home at any time, though signing out is real a courtesy.

**Going to the Airport????** It will cost someone real money and time to take you.



To offset the cost of gas, vehicle wear, and personnel time (**the person driving has a round trip (RT) drive**), the following transportation rates apply for **KMBC staff/vehicles**:

**Lexington** (170 mi/3 hrs RT): \$ 125 **Louisville/Cincinnati** (300 mi/5 hrs RT): \$ 175. If it's a buddy's ride, give him/her something to cover their costs. It's called consideration.

## DORM LIFE DETAILS

### Musical Instruments



Musical instruments are great to have and play, but in consideration of others, are not to be played in the dorm during study hours or after 10:30 PM. It's possible that those who disregard this matter may forfeit the privilege of playing their instruments in the dorm.

### Electrical Appliances

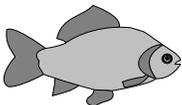
Air poppers, coffee makers, microwaves and small refrigerators can be used in dorm rooms. Air conditioners can also be used, but they must be approved by the Dean and installed by the campus maintenance crew. Items like hot plates, steam irons, and room heaters are not to be used in any of the dorm rooms (it's a community safety issue). Please make sure electrical appliances are unplugged when not in use.

### Fire/Safety

Fire equipment (fire alarms, extinguishers, exit lights, emergency lights, smoke detectors) is located in strategic areas of the dorms. Smoke detectors have been installed in every dorm room. Any person tampering with any safety equipment will be subject to disciplinary measures. Please report any malfunctions to your dorm supervisor immediately.

**DO NOT** prop open fire doors or dorm room doors. It's against Kentucky fire code.

**In accordance with Kentucky fire safety regulations, the burning of incense, candles, or kerosene lamps are not permitted in dorm rooms.**



### Pets

Fish in aquariums, if properly taken care of, are the only pets allowed in dorms. Sorry.

### Breakage

Please report to the work or dormitory supervisor any damage to school property or equipment you find (or, perish the thought, you do). It is reasonable to expect that if negligence played a part in the damage, those involved would reimburse the school.

### Visitors

Dorm students may invite visitors to spend the night in their rooms, **but must have** prior approval by the dorm supervisor. Charges may apply for food and lodging.

### Room Assignments

In May, students may request rooms for the following year.

The Dean of Students and the Deans reserve the right to approve all room assignments.

Any room assignment changes must be approved by the respective Deans.

### Room Deposit

A deposit of \$100 is required of all resident students per academic year. When the student leaves the room in good repair and thoroughly cleaned, a refund or credit will be made. In the event that a room must be cleaned by KMBC staff an additional minimum charge of \$35 will be assessed. Any refunds of room deposits will be made within one month of commencement. If the student has an unpaid account, the refund will be credited to his or her account. Any damage will be billed against the room deposit.

### Room Keys

Upon arrival, a dormitory student should secure a room key from the dormitory supervisor. Any student found with an unauthorized key will be subject to disciplinary action. If a key is lost, a \$15 charge will be applied.

### Solicitations

To minimize the risk of scams, soliciting money for any reason (including mission trips) requires the approval of the Dean of Students. It's easy.

### Student Rooms

Room decorations (posters, pictures, etc.) are to be in accord with Philippians 4:8. Each student is provided with a bed, desk, chair, dresser, and book case. Furnishings should not be moved from one room to another without permission from your dorm supervisor. **A fine will result in unauthorized room furniture adjustments.** Do not alter electrical circuits and fixtures. Any thing that would make holes in the walls or woodwork or result in room paint being removed must be avoided. Ask your Dorm Supervisor if you want to add or subtract something from your room.

Students are to secure permission to post anything on doors.

Replacement light bulbs are the responsibility of the student.

All food should be stored in covered metal or plastic containers.

School janitor supplies are not for use in student rooms. Each student needs to supply his/her own cleaning supplies.

Report room repair needs, desire for screen removal and plumbing or electrical difficulties to the dorm supervisor.

Students are to keep their rooms in order and ready for inspection by chapel time. Rooms are to be left clean and in order during vacation periods and at the end of the school year. Each room is inspected by the dormitory supervisor before the student leaves at the end of the year.

*The college does reserve the right to have authorized personnel enter any room for the purpose of inspection, repairs or any other official business.*



*The college is not responsible for either damage to or loss of personal belongings, so please keep your room locked.*

### **Moving Furniture**

Room furnishings are not to be moved/switched out of the dorm rooms. Only the Dorm Supervisor or Dean of Students can authorize an adjustment in dorm room furniture. Failure to get permission before moving can result in an immediate \$25 fine, as well as restoring the furniture to its initial location. A lose-lose choice.

### **Sickness**

Wanda Speas, RN, is on call to provide nursing services at 666-9851. There is no charge for the nurse's service on campus.

A sick tray will be arranged for any meals missed for a small charge per meal.

If an emergency situation arises, transportation to a medical facility can be arranged, however students are responsible to pay for transportation. If going to the doctor is not an emergency, students are to arrange their own transportation.

***Students too ill to attend class must notify their Dorm Supervisor before any class is missed or the absence will not be excused.***



### **Services on Campus**

- Refrigeration in the dorms is provided for student use.
- Several Soft drink machines are located on campus. Please report any malfunction or request for refund to your dorm supervisor or the Business Office.
- Storage - is available, however all items to be stored must be in covered plastic totes [it's a fire marshal directive].  
All storage containers must be labeled.  
A fee will be assessed to mail stored items to students not returning.
- Stored items left longer than six months after the student departs will be given away unless other arrangements are made.
- Laundry - facilities are provided. **Only HIGH EFFICIENCY (HE) LIQUID DETERGENT** is to be used in the washing machines.
- Campus Telephones - are available in the dorms. Personal calls should be somewhat limited in consideration of others desiring to use them.

General Social Life Guidelines

◆KMBC promotes modesty of behavior and dress. Non-dating couples are to refrain from any touching of the opposite sex, both on and off campus, anytime (with the exception of handshakes and the like). Approved dating couples are expected to refrain from touching the opposite sex while on campus and off-campus when a part of campus arranged social events, but they are to be guided by their "Dating Guidelines" when otherwise off campus. **Touching that is inappropriate for all unmarried people (dating or not) both on and off campus includes excessive body contact, necking, petting, and fondling.**

Premarital sex, extramarital sex, homo-sexuality, lesbianism, bestiality, and incest must be shunned inasmuch as they violate the clear teachings of Scripture.

**WE STRONGLY  
ENCOURAGE MARRIAGE  
TO BE DELAYED UNTIL A  
PERSON'S COURSE OF  
STUDY HAS BEEN  
COMPLETED AT KMBC.**

◆Students may fellowship in **mixed groups** on the main campus when class hours, work hours, and study hours are not in session.

◆*Opposite sex pairs* may be together M-TH from 3:00-3:30 PM, 6:00-7:00 PM and 9:00 PM to curfew (6 to curfew on Friday), in well-lit areas of central campus, such as around the fountain plaza, walking the lower campus circle drive, in the Student Center, or on lighted porches on the main (lower) campus.

◆On Saturdays until 9:00 PM, and Sundays from 1:00-5:00 PM, a mixed groups of five or more students may leave the campus for up to two hours by signing out. If the excursion is to last more than two hours, permission must be gotten and an approved chaperon may be required. Mixed groups may visit in private homes on or off-campus, but must secure permission from the Dean of Students or one of the Dean's before going. An approved chaperon may be required.

◆There is no opposite sex visitation in dorm areas. Co-ed meeting off-campus requires permission from the Dean of Students.

◆The AD building parlor is closed to men on Saturday and Sunday. No couples may meet there on these days, unless by express permission of the Dean of Students.

◆Non-dating pairs may not attend weekly dress up suppers together.

### Social Activities

The social committee and individual classes plan regular social events. These events are typically held on Friday or Saturday evenings.

### Student Center

A pop machine, a microwave, foosball, ping-pong and air hockey tables are available for student use, as well as a DVD player for approved media.

The Center may be used from 11:30 AM-12:30 PM, from 3:00-7:00 PM and 9:00-9:30 PM Monday-Thursday. Friday the Center is open from 11:30 AM-12:30 PM and from 3:00-10:30 PM, and anytime until curfew on Saturday.



***The Center is not open for non-class related activities during study hours.***

***The Student Center is also closed on Sunday.***

### Coffee House

The KMBC coffee house is open from 7:00-9:00 PM M-Th for study, and after 9:00 PM for fellowship. Hours are also posted for tutoring in the coffee house during the day. The coffee house is open on other occasions as announced.

***During study hours in the coffee house***

***real study and an atmosphere conducive to study must be maintained:***

***like no facebook, twittering, smart-phoning, etc.***

### Public Entertainment

The college limits approved movies shown on campus and in campus housing to those appearing on the *Dove Foundation* list having only 0's or 1's on its rating description chart. Any movie with a "2" in one or more categories must be individually approved by the Dean of Students or the Deans using the following procedure: The student requesting movie approval must present a full printout of the review from [www.screenit.com](http://www.screenit.com) to the Dean who, after review, will make the call.

**Students are admonished to use all discretion within a high standard of holiness and love for the Lord in what they choose to view.**

### Related Entertainment

Engaging in activities or supporting places of business that encourage the sensual, violent and questionable is inconsistent with Biblical holiness. To strengthen our Christian witness this college expects its students to refrain from attending movie theaters and dances. It is expected that both discernment and spiritual sensitivity will be enhanced as a result.

## MEALS

### General Daily Schedule

Breakfast .....7:15 -7:45 AM, M-F, 10:00 AM, SAT, 8:00 AM, SUN  
Noon meal .....11:40 AM, M-F, 12:30 PM, SUN  
Supper .....5:30 PM, M-F, 5:00 PM, SUN



**Punctuality at all meals, classes, and services is reasonable and expected.**

Our dining program is designed to give you a variety of eating conventions which can, depending on what you do with them, prepare you for a wide range of table ministries. Serving while you eat; is that fine dining or what?

### *Types of meals:*

1. **Family Style** - Noon meals (Mon.-Thurs.). Students are assigned monthly to certain tables for the noon meals and Thursday night suppers.
2. **Formal** - The Thursday night meal is formal. Speeches, skits, or musical numbers are often presented.
3. **Buffet** - Breakfast, supper and weekend meals are served buffet style, and other various times when the need demands.
4. **Banquets** - Annual banquets are traditional occasions at KMBC.

### **Dining Room Decorum**

Orderliness and refinement should always be evidenced in the dining hall at every meal. Ball caps are not to be worn when in the dining room (eating or otherwise). In addition, flip-flops and other overly casual wear are not permitted in the dining hall. Personal food is not to be brought to the tables at meal time unless by permission of the Dorm Supervisor.

### **KMBC's Meal Plan**

It is vitally important that KMBC students who have particular and specific dietary issues make the college aware of those issues as soon as they are aware of them. KMBC will try to accommodate a student's particular dietary issues within the context of its regular meal plan, and Wanda Speas RN will be available to discuss possible options. Because meals at KMBC are part of its ethos and considered to have an integral part in preparing students for well rounded ministry, all dorm students are required to participate.

### **Signing Out of Meals**

Students may sign out of noon and/or evening meals with the exception of the Thursday night formal meal. If students need to miss the Thursday evening meal, they must obtain permission from their Dorm Supervisor. Students who desire to miss the noon meal should sign out immediately after breakfast in the dining hall. Those who wish to miss the evening meal should sign out immediately after lunch.

### **Carry Out Meals**

Meals can be taken out of the dining hall only for someone who is ill (or authorized).

**NOTE:** No dishes, cups, silverware, or other dining room things are to be taken from the kitchen/dining hall for personal use, neither are beverages, ice, or food to be removed from the kitchen between or after meals.

## MISCELLANEOUS INFORMATION

### Music Rooms

Arrangements for practice (instrument and voice) are to be made with Jay Wisler, our music director. When wanting to practice in the dorm, consult your Dorm Supervisor.

### Bookstore

The bookstore is located in the back of the Student Center. At the beginning of the semester text books and class syllabi can be purchased there. Special orders may be placed for items not regularly stocked. The library should have some school supplies, KMBC T-shirts, and a scattering of other items available for purchase.

### Lost & Found

If you lose something, contact the Business Office or Dean of Students. Articles turned in (or left unattended for a prolonged period) will generally be kept for a couple of weeks, then sent to the "Mission Barrel."



### Motor Vehicle Use

Due to limited parking availability, students who wish to have a car on campus must receive authorization from Rev. Paul's office. A student must have a current driver's license, liability and medical insurance when applying for a campus automobile permit. The privilege of operating a vehicle on campus may be suspended if a student drives in a reckless or inappropriate manner.

**The CAMPUS SPEED LIMIT IS 15 MPH**

Small children may appear most anywhere on campus, so care when driving is a necessity.

Students should not loan their vehicles to other students. The school assumes no responsibility for damages to vehicles or injury to persons using them.

Garage facilities are limited to school and staff vehicles ONLY. Students are not to borrow KMBC tools or wash their cars on campus unless specific permission from the Business Office or maintenance staff is obtained.



### Parking

Only Mr Paul-authorized students will be assigned parking places. Places are assigned on a semester basis. Vehicles are to be parked in their designated places at all times. A \$2 fine is issued for the first violation, \$4 for a second offense, and \$8 for a third. Continual parking offenders may forfeit the privilege of having a vehicle (or driving) on campus.

### Work Program

Campus students may receive work assignments each semester, depending on past work performance and campus need. Campus work is an integral part of campus life, and is a component of KMBC's mission to build responsible and diligent soldiers for Christ. If it is not possible to carry out a given work assignment, the student must secure a substitute as required by the work supervisor. Mr B is da man.

Failing to show up for work without proper notification will result in disciplinary action. Failing to clock in or clock out may result in the forfeiture of time worked. Students who wish to tithe their work credit hours need to inform the Business Office. Student work contracts terminate after commencement, but can also be terminated if the student repeatedly neglects his or her responsibilities or is dilatory in their performance.

### Off Campus Work

Dorm students are to seek permission from the Administration before accepting off-campus employment. Dorm students need to inform their Dorm Supervisor of their off-campus work schedule.

### Weekends

Students are permitted to spend one weekend with family or friends each semester. Students traveling in the KMBC Spring Choir Tour are granted a second weekend permission in the Spring semester. Permission request forms are available in the Dean of Student's Office. Permission is to be approved two weeks prior to the date of leaving, with proper arrangements made concerning work and student appointments. These permissions will be granted only when special services and activities are not scheduled on the campus. No permissions are typically granted during Easter except those deemed necessary by the Dean of Students.

### Vacations

Any student who wishes to go any place other than home during vacation **is required to** secure permission from the Dean of Students.

Students who return early to campus after vacation, will be responsible for their board until the dining hall is opened. Those who have permission to be on campus when school is not in session are under campus rules. **Students leaving for (or returning from) vacations must maintain the KMBC dress code.** Students are expected to be in their dormitories no later than 10:00 PM on the evening before school activities resume. Late-night arrivals will be assessed a "*courtesy fee*" that, in part, will go to missions.

Dormitories are closed during all breaks. The only exceptions are for those who are actively working for KMBC. Plans for other lodging must be made if the student needs to leave late or return early. **Meals are not provided during breaks or vacations.**

### Health Insurance

Minimum health insurance for inpatient hospital coverage is required for all full-time students. The premium for this minimum coverage will be added to your account unless proof of adequate coverage is provided at the time of registration. Insurance forms can be secured from the nurse or the Business Manager and are to be given to the doctor when treatment is given.

**Chapel Attendance Policy**

Full time students are expected to attend all chapel services. Adjustments for part time students and any exceptions must be approved by the Dean of Students. Full time students may miss four (4) chapels in a given semester without penalty. This is the maximum number that can be excused for *any* reason, including sickness (but not including Doctor's appointments). After four absences a \$10 fine will be applied. After eight absences the fine is \$25 per absence. Certain excuses may be valid, but such excuses must be approved by the Dean of Students. Being late to chapel three times constitutes one absence.

**NOTE:** Those amassing chapel fines will no longer be able to add them to their bill. **They must be paid in cash.**



Ouch!

**Mail**

Campus mail pick-up is around 1:00 PM, Monday through Friday. The Post Office in Vancleve is open from 1:00 - 4:00 PM M-F and until 11:00 AM on Saturday. Packages and letters may be weighed in the Business Office. Money Orders can be secured at the Post Office in Vancleve. KMBC's address is: **855 HWY 541, Jackson, KY 41339**

**Bulletin Board Notices**

Before posting a notice of any kind on a campus bulletin board, please see the appropriate person:

- AD Building/Davis Building .....Registrar
- Student Center ..... Dean of Students
- Dorms .....Dorm Supervisor

**Firearms/Fireworks**

Possession of firearms of any kind, ammunition, or fireworks on campus by dormitory students must be first, approved by the Dean of Students, and second, kept in an approved secure site as designated by the Dean of Students. It is also expected that students with fire arms either have taken or do take a hunter's safety course prior to using them. Fire arms are not to be fired on or in the immediate vicinity of campus. Before other weaponry (e.g., machetes, hunting knives, etc) are permitted on campus they must be first approved by the respective dorm supervisors or the Dean of Students.

**Commencement Week**

All students are to be present at all commencement activities. Failure to attend these activities will result in a fine and possible disciplinary action. Students must carry out their campus work contract through commencement.

### Fire Safety

In the event of a fire, our primary concern is to protect lives. Fire alarm pulls are located close to every exit. **The sounding of the fire alarm will automatically implement KMBC's Fire Evacuation Procedures.** The following guidelines should be taken very seriously, whether the alarm is a drill or not:

When you retire have a bathrobe, shoes, and flashlight handy.

Close all windows before leaving rooms.

Close the door to the room you leave.

Leave the building immediately and silently.

Walk briskly but do not run.

Get away from the building for which the alarm has been sounded

[Congregate in defined safety areas as designated by Dorm Supervisor].

The Dorm Supervisor is to take roll of each dorm immediately.

*Anyone missing should be reported to the office or fire department upon arrival.*

### Guests/Visitors

Request forms for lodging are available in the Business Office. Please notify the Business Office (ext. 100) as early as possible for accommodations.

KMBC is pleased to entertain a student's guests **for a maximum of two nights without cost.**

If a student's guest stays longer than two nights, the student is responsible to pay for their meals. Please notify the kitchen and dining room hostess in advance when guests are expected for a meal.

Students who wish to have an overnight visitor in their dorm room must secure permission from the Business office and their Dorm Supervisor before the guest arrives.

## DRESS STANDARDS

*"As you are dressed, so shall you be perceived; and as you are perceived, so shall you be treated."*

Harry K. and Rosemary T. Wong

The student's attire and appearance are considered important at KMBC. This concern is based on the Christian values of modesty and simplicity, as well as the broadening of cross-cultural skills. **Scripture does not speak to a detailed dress code, however,** the following guidelines are those which are in harmony with the mission of KMBC.

### General Dress

Any apparel that, by word or symbol, promotes or endorses alcohol, tobacco, drugs, the vulgar, the sensual, or the violent is not appropriate to wear anywhere, but particularly at a holiness Bible college.

### Body Alterations

Body alteration includes any permanent or removable tattooing, piercing, brands, or implants. KMBC requires that any offensive (vulgar, obscene, or occultic) permanent body art (e.g.

tattoos, brands) remain covered with clothing at all times. No removable body piercings may be worn at any time on campus, in accordance with KMBC's dress code. As a condition of continued enrollment, students must not receive any new body alteration during the course of their matriculation at KMBC.

## Women

### Chapel, classroom, dining hall, library, special occasions

Women's attire consists of tasteful, modest dresses, skirts and tops. Skirts must be long enough to cover the front and back of the knee when standing or sitting. Skirts with splits should cover the knees front and back. Sleeves are to be near elbow length or longer. Hose are to be worn for church and special occasions. **Tight fitting clothing, as well as clothing with wide and low necklines, is inappropriate.** In addition, flip-flops and overly causal wear are not permitted. These guidelines also apply to students who work in faculty and administrative offices. **On special occasions, including Sundays, Thursday night dress-up suppers and when appearing on any church platform require dress a step above school clothes, and includes hose.**

### Work, social activities, and class days after last period (except evening classes)

Denim skirts, denim jackets, T-shirts, socks and tennis shoes may be worn. Culottes may be worn for sports activities and for work if a work supervisor requests such. Culottes must be dress-like, not be tight and must cover the knees when one is standing or sitting. Foot wear is to be appropriate for the work assignment. Make-up for eyes, lipstick, and blush are not to be worn. Clear nail polish is permissible. Hairstyles are to be neat and attractive, long enough to be distinguishable as clearly feminine. Unnatural tinting, dying, or bleaching of the hair is not acceptable. Extreme hairdos are not acceptable. Wedding bands, engagement rings, and small decorative pins are the only jewelry to be worn.

*"Steve was the first and only guy that I ever dated, and I was the first girl he had ever dated as well. The dating rules at KMBC were very helpful to us. These rules set boundaries that we may not have set for ourselves, helping us not to get 'too close too soon'. We are now very happily married and have a little girl."*

Melissa Lorimer  
married Steve Lorimer, '07

*"KMBC has really deepened my walk with Christ and has also been a great place to have a dating relationship. I say this because of accountability reasons. They allow you to choose a mentor who really cares about your relationship with the person you are dating. They pray with you whenever you leave one of the sessions. I feel really encouraged after I leave a counseling session."*

Ashley Shubert Williams, '09

## Men

### Chapel, classroom, dining hall, library

Men are expected to wear dress-like shirts with collars, slacks, non-athletic shoes and socks. Shirts are to be worn tucked into the trousers. Short sleeves on shirts should be near elbow length. Flip-flops and overly causal wear are not permitted, which would include flannel shirts and work boots. These guidelines also apply to students who work in faculty and administrative

offices. At no time are men to wear jeans/pants specifically designed for women.

**Work, social activities, and class days after last period (except evening classes)**

Athletic shoes, jeans, pullover shirts and sweatshirts may be worn. Sweats (fleece) may only be worn in same-sex groups and never in a public setting. Footwear is to be appropriate for the work assignment. Exercise pants are not to be worn except for PE.

On special occasions, such as Thursday night dress-up suppers and when appearing on any church platform, **both** a coat and tie are required.

For weekday/Sunday evening field-ministry assignments, suit the pastor's request **except** shorts, ragged/torn pants, ragged/torn shirts, and tank-top t-shirts are never acceptable while you are representatives of KMBC. Sunday morning dress expectations are still dress shoes, socks, dress slacks, and a collared dress shirt. Ties should be worn unless the pastor says otherwise.

Hair is to be neatly trimmed and kept off the collar and ears. Sideburns are not to come below the bottom of the ear and extreme hair styles are not acceptable, nor are unnatural tinting, dying, or bleaching of hair. Mustaches are permitted, but not to extend below the corners of the mouth. Otherwise men are expected to keep clean shaven.

Wedding bands, tie tacks, and lapel pins are the only jewelry men are to wear.

***KMBC expects these standards to be met in both spirit and practice.***

***It may be difficult to believe, but great blessing awaits surrender.***

*(In all dress issues, the Deans reserve the right to determine the appropriateness of cut, fit, style, and condition).*

## **DATING**

### **Beginning a Dating Relationship**

When two students wish to date, they will go through the following procedures:

- Dating privileges are extended after a student has been at KMBC for six weeks.
- The young man will declare the couple's intent to date to the Dean of Students.
- All students will write their personal dating guidelines before beginning a dating relationship. These guidelines must be approved by a KMBC-approved accountability mentor to whom the student will be accountable while dating at KMBC.
- All dependent students under 21 must secure written parental approval before being permitted any off-campus dating privileges.

### **Dating Guidelines**

Students who have met the above approval process have the following privileges:

- Attend Church together at Mt. Carmel on Sunday evening. Couples are to travel to and from the service with a third party.
- Couples may have a two hour on-campus date on Saturday after work responsibilities are fulfilled. The coffee house will be made available as a venue for this time together.
- Dating couples may sit together at the Thursday night Dress Up Supper.
- Sunday Evening: When one's respective class afterglow is not meeting, approved dating couples may be together from 8:00-9:30 PM in Brengle Parlor or an approved outdoor setting.

**Freshman privileges.** Freshmen are encouraged to seek diligently the Lord's plan for them at KMBC, settle into a healthy study routine, adjust to campus life, and avoid undue involvement with dating. To that end, no provision is made for off-campus dating during the Freshman year. However, these guidelines give various other opportunities to get acquainted.

**Sophomore privileges.** Beginning in the Sophomore year, one four hour off-campus date per month is allowed as an approved double date or with an approved chaperon. Permission must be obtained from the Dean of Women 24 hours prior to the occasion.

**Junior-Senior privileges.** Junior and Senior students who have demonstrated good character and responsibility in dating may have an additional four hour date off-campus alone once per month. They may also work together in a Dean-approved job, minister together in Dean/Field Ministry Director approved roles, and study together in the library or coffee house.

The lower academic classification of the dating couple determines the dating privileges.

Students who are 21 years old or older will move up one classification.

The Dean of Students will give general oversight to all dating matters.

Students who wish to accompany a boyfriend/girlfriend home for a weekend or vacation must seek permission from the Dean of Students and present him/her with a written parental invitation/consent from the parents extending the invitation one week in advance of the requested privilege.

**Please Note this:** Couples demonstrating consistent good behavior, good attitudes, and mature decision-making can secure extra privileges from the Dean of Students. On the other hand, failure to cooperate with dating guidelines and demonstrating poor decision-making may result in a loss of privileges at the discretion of the Dean of Students.

### *Housing Policy*

It is expected that married students and their families living in campus housing will abide by both the letter and the spirit of campus policies and expectations. Additionally, that they will avail themselves of evangelistic services and convocations as well as maintaining both KMBC's particular expectations on entertainment and dress. Because we are a small community, our individual influence on one another is made that much stronger.

Non-traditional students choosing to live on campus are **not** allowed to bring pets. If extenuating circumstances seem to exist, then acquiring special permission from the Administration is required. In addition, non-traditional students are not allowed to acquire any pets while living in KMBC rental housing (even if sorely tempted). The college does assume responsibility for proper maintenance of college-owned housing. The tenant is expected to report any maintenance concerns to the Business Manager, and is responsible for the cleanliness of the rented dwelling. For additional information please see the housing contract.

### *Husband/Wife*

Spouses of full-time students are allowed to attend one class per semester in which their companion is enrolled without charge, space permitting (audit only). They may also enroll in one class per semester for credit at the audit price. It is important to have the involvement of his or her spouse in the college experience, and it is very appropriate for them to accompany one another to college functions. Some events are required, and so as to create involvement, we encourage both spouses to attend. If attendance works any hardships, petitions may be made to the Dean of Students. Married students (and their families) can attend one Thursday Night dress-up supper a month without charge, as well as special campus events. Other dining hall meals have a cost attached to them. To encourage family time together, we suggest meals be a shared family experience even under the academic pressures that will undoubtedly surface.

The establishing of a good home life for the couple is very important. It is recommended that family altar and personal devotions be a vital part of home life. Because of the tremendous witness it carries, we urge careful planning in finances. Care needs to be taken that a proper balance of academics and industrial work be mixed with attention to cares at home, so none is neglected. In the hope of furthering these practical and Biblical goals, an attempt will be made to secure a faculty/staff mentor (in consultation with the Dean of Students) for couples who have been married for less than five years.

It is felt that a married couple can benefit by being aligned with a regular church on a regular basis, and so they are not required to attend the evening service at Mt Carmel with the rest of the student body (unless they choose to do so). They must, however, attend services at the church of their choice both Sunday morning and Sunday evening.

### **Students in Your Home**

The positive ministry to KMBC's dorm population by married couples is readily recognized. For those who have already established godly homes, their influence in regard to family values and love cannot be over-estimated. However, an occasional dorm student may see your home as a temporary escape from the campus (and its discipline) and take advantage of your kindness and natural tendency to minister. Some of you might also find it difficult within yourselves to say "No" to an insistent student. In an attempt to minimize those occurrences, KMBC requires that those dorm students wishing to spend time at a family's campus home first get permission from their dorm supervisor or the Dean of Students. If a problem in any way arises, please see the Dean of Students. We are ministry oriented, and earnestly desire the very best for all those on campus. Please know: Study hours (7-9 PM, M-Th), which are designed to help those with weak academic backgrounds become strong, are to be adhered to by all dorm students whether in the dorm, coffee house, or campus home.

### **Children on Campus**

Children of families living on campus are expected to abide by the campus rules and dress expectations. Because of the equipment, machines, and industrial items located in the various campus buildings, children are absolutely not to be in any campus buildings without parental supervision. It is for their protection and safety.

### **Off Campus Student Policy**

If, because of mitigating circumstances, during one's senior year he/she believes it would be to his/her advantage to live off campus, the senior student may request such a privilege. Requests must be made to the Student Relations Committee via the Dean of Students. Requests must be written, giving in detail the reasons for such a request. Each request will be considered on an individual basis. When special permission is granted, it is understood that if any infractions of this agreement are made the student forfeits his/her privilege of off campus living and will be expected to return to the campus if the nature of the infraction allows for such. Any exception of these rules must be by special permission. If such exception is desired a written request, giving justifying reasons, must be presented to the Student Relations Committee via the Dean of Students.

## **ACADEMICS**

### **Administration Officers**

Vice President of Academic Affairs

Registrar

Librarian

Rev. Tom Lorimer

Dr. Richard Englehardt

Miss. Patricia Bowen

### **Faculty Advisors**

Prior to Registration, students are assigned to a faculty advisor who will guide them in selecting courses during their freshman through senior years.

### **Incomplete Work**

An "incomplete" is allowed only for illness or family emergencies which cause students to miss classes. Such students will be given a maximum of three weeks after the close of the semester to make up the incomplete work for a letter grade. An incomplete not made up within three weeks will become an "F". Incomplete work in a course for other reasons than the above will result in a lowered grade or an "F" (if sufficient work has been completed for a grade). Any student who does not maintain a "C" average is automatically on academic probation.

### **Student Load**

The normal student class load is 13 to 17 semester hours. A student who wishes to take more than 17 hours must request permission from the faculty.

### **Class Attendance**

Faithful attendance at class sessions is essential. Unexcused absences materially affect grades. Excuses from class will be granted as follows:

Personal illness which has been excused by the school nurse or Dorm Supervisor **prior to missing a class.**

Serious illness or death in family.

Field ministry assigned by the school.

Emergency assignments made by the school.

### **Missing a Class**

When a student misses a class, he/she should:

1. fill out a class absence form (available in the mail room);
2. have the dorm supervisor sign for a sickness-related absence,  
the Dean of Students sign non-sickness absences and all non-dorm student absences;
3. have the Academic Dean review and sign the absence form,
4. within one week of the absence, have the instructor initial it for the classes missed, and
5. return the signed absence slip to the Registrar's office.

### **Unexcused Absences**

One unexcused absence is allowed for each hour of academic credit without penalty. Each unexcused absence in addition to those allowed will result in a lowering of the final letter grade earned by 1/3. In other words, three unexcused absences above those allowed would reduce the final letter grade by one full letter. Two tardies will constitute one unexcused absence. **A student who has missed the equivalent of 20% of a class or classes during a semester for any reason may not receive credit except by special action of the faculty.**

### **Late Papers and Test Retakes**

Late papers will be subject to a cut in grade. If a student fails a test and desires to retake it, he should make arrangements with the teacher within twenty-four hours after his/her paper is returned, and retake within one week. In no case may a failing grade be raised above a "D".

Late and special tests and examinations will be issued at a time specified by the teacher. Fees should be paid when the student takes the test. See catalog for fees.

### ***Mobile Devices Policy***

If a student is found using a computer, smart-phone, or other similar device during class for something other than current classroom activity, the Academic Dean will be notified. After three occurrences (total in all classes), the student may forfeit the privilege of using that or any similar device in any class for the rest of the semester.

### ***Plagiarism***

KMBC has adopted a Plagiarism Policy Statement as delineated by the Faculty of Saint Louis University School of Law on 04/28/2004: <http://law.slu.edu/policies/plagiarism.html> Helpful examples and explanations are available at this web site also. Plagiarism is generally defined as any use of a source—for example, another person's words, ideas, data or visual material—without proper acknowledgment and citation. KMBC students must become familiar with, and understand, the specific components of plagiarism in order to avoid succumbing to it.

When plagiarism is discovered at KMBC it will be immediately addressed. All instances of blatant plagiarism/cheating are reported to the Academic Dean. The consequences of choosing to plagiarize/cheat at KMBC are serious, and are detailed in our Student Catalog.

### ***SEXUAL HARASSMENT POLICY***

KMBC is committed to a campus environment that is free of harassment and intimidation based on age, color, disability status, marital status, national origin, race, sex, religion, or veteran status. All students are responsible for maintaining a professional academic environment. Sexual harassment is strictly prohibited. Unwelcome sexual advances, request for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment inasmuch as they interfere with a professional, academic environment and create an intimidating, hostile or offensive climate.

All such conduct is specifically prohibited. In the event any such conduct should occur, the Dean of Students should be contacted immediately. All reports will be kept confidential except as required to adequately investigate alleged occurrences. Sexual harassment is a serious violation of the KMBC student life code of conduct.

### ***VIOLENCE AGAINST WOMEN***

Any form of violence against women is not tolerated on this campus. This includes domestic violence, dating violence, sexual assault and stalking. Any indication of these forms of violence will be investigated by appropriate campus personnel. If found to be true, they will be addressed and dealt with in accordance to state and federal regulations. The college is here to help both the victim and the accused. Guidance, support and counseling can be given or arranged for upon request. If you feel you may have a need because you are or have been involved in any of the above mentioned actions, we urge you to seek out help to address them.

## *STUDENT GRIEVANCE PROCEDURE*

If a student at KMBC has a grievance with a faculty or staff member, a work supervisor, a person of authority, or another student, there is in place a procedure for getting it addressed and hopefully resolved.

The Biblical example is to go humbly to the individual first and seek to address the disagreement. If it cannot be successfully resolved in that way, then initially the following chain of command should be followed:

1. Dorm Supervisor
2. Dean of Men or Women
3. Dean of Students

Usually issues regarding Academics (grades, faculty interaction, work load, etc) can be addressed by the Academic Dean, Mr Tom Lorimer.

Issues related to the campus work program can be addressed by the work supervisor, Mr David Boleratz. If that does not produce a satisfactory result, Mr John Mathes, the plant manager, would be the next one to see.

Financial issues can be taken up with the Business Office.

Regarding disciplinary issues, an appeal procedure is detailed on page 30 of the Student Handbook.

If the issue has not been resolved satisfactorily through the regular channels, the Dean of Students is available to address it, and if need be, present it (or re-present it) to the appropriate person. If further action is necessary, the Dean of Students can bring it before the administration.

KMBC is committed to make every effort possible to resolve student grievances in a Biblical and appropriate manner.

The fundamental Biblical and philosophical goal of Kentucky Mountain Bible College is to develop students into mature, Christian individuals. Of necessity, this involves KMBC's understanding and belief of what qualities or characteristics exemplify a Christlike life (Romans 8:29; 2 Corinthians 3:18).

1. We believe the Bible to be the inspired, authoritative Word of God. Therefore, everything we say and do must be under the guidance and authority of the Scriptures. Our integrity depends on consistent application of our commonly understood biblical truths (2 Timothy 3:16-17; Psalm 19:7-11; 2 Peter 1:20-21).
2. We uphold the sanctity of marriage as a God-ordained, special union between a man and a woman, where sexual relations are both honored and affirmed by God (Genesis 1:27-28, 2:24-25). The Bible teaches that all sexual unions outside of marriage, as thus defined, are sinful (Hebrews 13:4). When dealing with sexual sins, we have no alternative but to follow the teachings of Scripture, as we understand them, and consistently apply those teachings to both heterosexual and homosexual situations (Proverbs 6:29; Ephesians 4:17-24). We understand that sexual sins of all kinds stem fundamentally from an individual's brokenness, and it is God's intention to heal the broken and make us whole.
3. We understand the Bible to teach that we must oppose all sexual sin while demonstrating compassion for those who fall victim to it, distinguishing between the value and identity of each person as an individual, and the behavioral choices which some individuals make (Galatians 5:19-25; 1 Corinthians 7:1-3). We understand the Bible to differentiate between recognition of person-hood and rejection of those actions which it defines as immoral, while simultaneously extending forgiveness and healing to all who respond in believing faith to its universal offer of God's grace (John 8:3-11; Luke 15:10).

All KMBC students are expected to exhibit the Christlike qualities taught by Scripture and to refrain from activities or behavior that is contrary to those teachings. Therefore, KMBC retains the right to refuse enrollment to or to suspend any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or who is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 18:22; Romans 1:24-32; 1 Corinthians 6:9-20; 1 Timothy 1:9-11).

## ***DISCIPLINARY PROCESS***

We at KMBC wish to encourage a deep level of campus community life conducive to living a holy life-style. The life of the individual student is of utmost importance; the life of the institution, composed of numerous individuals, is also important. Therefore, in real discipleship appropriate discipline must reflect redemption and the greatest good for all involved.

**Students are expected to be fully acquainted with the current school catalog and handbook and to abide by the procedures and guidelines contained in them.**

Though a rule may not be definitely stated, students are expected to comply to the spirit of principles of conduct stated. If you have questions, consult with the Dean of Students. The Scripture does not describe a precise model for discipline. However, it does give some general principles on how we should confront a person who has disregarded the standards of community life: Matt. 18:12-17; 1 Cor. 5:1-5; 2 Cor. 2:5-11; Eph. 5:6-13; and 1 Thes. 4:3-9.

### ***Infractions of community life are dealt with at many levels.***

Accountability begins with self-discipline. **One of KMBC's goals is to help students become less dependent on rules to govern behavior and more dependent on their ability to discern what is right and wrong, independent of peer pressure and external props.** If self-discipline should break down, then peer discipline becomes necessary. It is essential that students share some responsibility for each other's growth and a willingness to express concern and to caringly confront each other. It is important that students take this responsibility seriously.

If peer discipline does not take place, then accountability must be sought through community discipline, specifically through the dorm supervisor, work supervisor, faculty, etc. An infraction notice will be often issued after a warning has been given. Many problems can be resolved at this level, provided the student makes the appropriate change in behavior.

Infraction Notice - an infraction notice is issued when a student's conduct is irresponsible (disrespect, disorderly conduct, disregarding responsibilities, and policy violations).

Institutional discipline becomes necessary when the means of discipline listed above has not been successful in producing change in a student's behavior, or if there is a serious violation of community life.

**Level One** - an accumulation of FOUR infraction notices sends the student to the Dean of Students who works with the student to correct the problem.

**Level Two** - if a student's behavior/attitude does not change, he/she is brought before the Student Relations Committee. The Chairperson will have informed the committee of the nature

of the problem. The student will be given opportunity to tell the committee his/her understanding of and involvement in the infraction. Failure to give truthful testimony to the committee is a serious offense and may lead to dismissal. The committee sets the terms of discipline appropriate to the infraction and informs the student in writing. This letter is placed in the student's file.

Cases involving serious violations of community life such as profanity, theft, lying, gambling, possessing or using tobacco, alcohol and/or illegal drugs, immorality, homosexuality, lesbianism, bestiality, sexting, viewing pornography, stalking, sexual harassment, and distributing material of a sexual nature will justify immediate institutional discipline without previous disciplinary response or warning.

When institutional discipline is given and the terms of that discipline are fulfilled, but subsequently there is a further major violation of community life, the institutional consequences can be, at the recommendation of the Student Relations Committee, evaluated in light of "repeated offenses" rather than only the most recent violation.

#### Disciplinary options are:

**Restrictions** - such as causing loss of automobile/motorcycle/bike privileges, the removal and/or denial of social privileges, or the denial of the student's weekend.

**Fines/community Service** - an amount of money and/or community service to be performed by the student to compensate for willful or negligent behavior and/or damage resulting from property abuse.

**Probation** - a warning status into which a student is placed when he is in jeopardy of suspension or dismissal from the college. This involves (1) notification of parents, (2) exclusion from extra curricular activities including athletics, holding office in any organization and as a representative of the school in public functions. When probation is for an indefinite period of time, the Committee usually meets after one semester to determine if probation should be terminated. However, continuation on probation will lead to dismissal.

**Suspension** - the release of a student for a specified period with readmission being granted by action of the Student Relations Committee. The student may face loss of academic work.

**Dismissal** - the immediate release of a student with the subsequent loss of academic work. If a student is dismissed, the dismissal will be for at least one year and will become a part of the student's permanent record. Readmission can be granted only by action of the Student Relations Committee. Students readmitted to KMBC following dismissal are placed on disciplinary probation for one semester.

Refunds for termination, dismissal, or suspension will be made according to the schedule listed under the Withdrawals and Refunds section of the Academic Catalog (see the registrar or access catalog online).

### **Student Grievance and Appeal**

A student who has a grievance related to a disciplinary decision should follow this procedure for resolution:

1. Contact the person who has made the decision for an explanation of why you were given the infraction notice. If it is discovered there has been misunderstanding the problem can be resolved at this point.
2. If the complaint is not satisfactorily resolved, the student may request a hearing with the Dean of Students.
3. If the complaint is not satisfactorily resolved with the Dean of Students, the student may then request a hearing with the Student Relations Committee.
4. If the complaint is not satisfactorily resolved with the Student Relations Committee, the student may then make a written appeal to the President. The decision of the President will be final in all disciplinary disputes.

## **Counseling Program**

### **General Information**

KMBC acknowledges that God alone is the Author of spiritual and emotional healing and wholeness, and that Divine Grace is imparted in the acts of justification and entire sanctification that is adequate to restore the fallen human to relationship with God. Ultimately, it is this relationship with God that heals the spirit.

KMBC provides on-campus personal counseling that is designed to help students cope with a variety of personal issues and move toward wholeness in Christ. If it is determined that off-campus counseling would better serve the student, a professional, Christ-centered counselor is available. The cost for off-campus counseling, and transportation if needed, will be charged to the student's bill.

The college counselor in cooperation with the Dean of Students will evaluate student counseling services annually. A complete description of the Counseling Program at KMBC follows.

## **KMBC Counseling Program: Policy and Procedures**

### **Philosophy**

KMBC's counseling program philosophy grows out of the KMBC Mission statement: "Kentucky Mountain Bible College is a Bible-centered undergraduate higher educational institution in a residential setting whose mission is to equip men and women to serve with a passion to Know God; a passion to prepare for His Ministry; a passion to live and teach the message of Biblical holiness; and a passion to evangelize and disciple the world for Christ.

KMBC acknowledges that God alone is the Author of spiritual and emotional healing and wholeness, and that Divine Grace is imparted in the acts of justification and entire sanctification that is adequate to restore the fallen human to relationship with God. Ultimately, it is this relationship with God that heals the spirit.

KMBC provides on-campus personal counseling that is designed to help students cope with a variety of personal issues and move toward wholeness in Christ. Qualified pastoral counselors are available on campus to assist any students. The goal is that all students will become whole and therefore more fruitful in their ministries. A KMBC alumnus and missionary spoke to our students on chapel and exhorted them, "Unpack your baggage while you are here, or I will have to do it for you when you arrive on the mission field." The goals of the counseling program are: to help students to confront their personal issues of woundedness, abuse, and dysfunctionality in a safe, Christ-centered, confidential, Biblically-based context; to receive healing from Christ; to extend forgiveness to others; to reach closure on the past; and to move on into productive ministry wherein they "comfort others with the comfort by which they have been comforted."

### **Institutional Objectives**

Students who would benefit from professional counseling will be offered professional services and referred to a counselor approved by the college.

The college will provide confidential counseling services.

The college counselor will use professional discretion to refer students who need more specialized care to an outside agency or care giver.

The college may refer students under institutional discipline, at their request, to the college counselor to deal with related issues.

The college will provide career counseling through the student's academic adviser, faculty, college counselor, and Field Ministry Director.

The college counselor will point students dealing with ongoing moral issues toward honesty, confession, repentance, and accountability within the Body of Christ which is the campus community.

### **Student Objectives**

The student will maintain regular appointments with the counselor as needed.

The student, with the assistance of the college counselor, will work to self-disclose.

The student will work to experience Christ's healing for the wounds of his/her spirit.

Exceptions to confidentiality, without voluntary, written authorization from the student to release such information, include:

- Life-threatening events (self or other).

- Child-abuse (actual or suspected).

- Spouse abuse or another type of dependent care neglect or abuse.

- Court-ordered release of information.

- When the student's behavior places himself/herself or another person in danger or at risk.

There is no additional charge to students for counseling provided on-campus.

## *Character Development*

The following are a list of character traits KMBC recognizes as imperative to Christian service: attitude, congeniality, dependability, discipler, discretion, financial responsibility, forgiving, honest, humble, loving, obedient, patient, peace-making, reputable, self-controlled, self-disciplined, servant-hood, spiritually minded, virtuous, and wise. The school is committed to the development of these traits in the lives of its students.

### **Character Evaluation Tools**

The college will use a variety of tools to assess character development in the life of the KMBC student. These tools will include a Character Development Evaluation form, work performance evaluations, Field Ministry evaluations, record of community service, and the student's personal testimony. These tools are administered by the faculty advisers, and shall be collected and compiled in a personal portfolio for each individual student under his/her advisor's care.

**Evaluation form.** The college has developed a Character Development Evaluation form that is used to assist the faculty in assessing character development in the life of the individual student. This form assesses the above character requirements for graduation through a personal Bible study and self-evaluation. This form will be completed as a self-evaluation by the individual student and as a faculty evaluation by the student's faculty adviser. This form will be distributed to each student by his/her adviser at the second semester registration. The adviser will make an appointment with the individual student he/she is advising. In the interim, both the student and the faculty adviser will complete the Bible study and character evaluation of the student. At the following appointment, the adviser and student will review and discuss the completed Character Development Evaluation forms, highlighting commendations and concerns. If additional follow-up is necessary, the faculty adviser will either provide the follow-up or refer the student to qualified personnel on campus who can provide necessary follow-up.

**Work performance evaluations.** The college gives work performance evaluations of each student's college work study each semester. These are completed by December 1 and May 1 of each academic year. These evaluations are completed by the men's and women's work supervisors along with the student's direct work supervisor.

**Field Ministry evaluations.** The Director of Field Ministries oversees the placement and evaluation of students in field ministry opportunities. Evaluations are conducted each semester. Copies of these evaluations will be included in each student's character development portfolio, and filed in the faculty advisor's office.

**Community Service.** It is the responsibility of the individual student to record and authenticate any community service which he/she renders during each academic year. Disciplinary community service required by the college is not included in the character development portfolio.

**Personal Testimony.** Each student must write a personal testimony (200-400 words) of their spiritual experience and growth during each academic year. The testimony should include specific crises of grace and spiritual high points during the school year. This testimony must be submitted to the advisor's office for placement in the student's character development portfolio by May 1 of the academic year. All of these records compiled in the student's character development portfolio shall remain confidential between the student and the college.

## *Character Evaluation*

The Dean of Students is the administrator assigned to supervise the character evaluation process. The faculty advisers shall function as the gatekeepers, reporting to the Dean of Students and a committee of faculty advisers. Each adviser shall report to the committee general corrective measures implemented to address student character deficiencies. Students failing to meet the satisfactory level of character development in any of the criteria will be provided assistance to address and correct specific problems. The adviser shall recommend students to the committee who, in the adviser's view, are eligible to continue toward graduation. Any juniors who are in danger of being denied graduation based upon character deficiencies shall be informed at the end of the junior year and provided with a corrective plan. It is the duty of the Dean of Students and the committee of faculty advisers to determine the students fitness for graduation based upon character. The committee of faculty advisers shall recommend all eligible students to the faculty, whereupon the faculty shall make their recommendation to the Board of Trustees.

**"For He satisfies the longing soul, and fills the hungry soul with goodness." Psalm  
107:9**

## STUDENT ORGANIZATIONS

A student may hold one major office during a school year. Major offices include Student Council President, Student Council Vice President, class presidents, yearbook editor and missionary president. Students on academic or disciplinary probation are ineligible to hold a major office. Any suggested list of nominees for officers by students may be amended by the faculty.

### Class organizations

Advisers for the classes are appointed by the Dean of Students. He will appoint a faculty member to meet with the freshman class until advisers have been chosen.

Class dues are required from each student so the class is able to function properly.

Elections are held the first week of the fall semester.

Class members are required to be in attendance at class meetings.

Each class will elect these officers:

#### **President**

- a. maintains the life of a good spiritual leader and example before class members
- b. provides effective leadership for the class and all of its activities
- c. the representative spokesperson for his/her class when necessary
- d. presides at all class meetings in an orderly fashion
- e. works with class advisers concerning all class activities
- f. may make fund disbursements in the absence of the treasurer
- g. appoints committees
- h. informs class members of all class responsibilities including class meetings, deadlines, practices, etc.

#### **Vice President**

- a. maintains the life of a good spiritual leader and example before class members
- b. takes on the responsibilities of the president in the case of his/her absence
- c. becomes an active member of the school social committee
- d. serves with the president as an ex-officio member of all committees
- e. assists the president as needed

#### **Chaplain**

- a. maintains the life of a good spiritual leader and example before class members
- b. with the help and direction of the class advisers, conducts the class afterglows and provides a devotional
- c. opens each class meeting in prayer
- d. leads in devotions at class-sponsored school socials
- e. serves on the Spiritual Life Committee

Planning and organizing student involvement in the National Day of Prayer

Planning and organizing student prayer meetings before and during Convocation

Planning and organizing a Prayer Emphasis Week once per school year, including scheduling a speaker and the week during which the special services are to be held

Planning and organizing a prayer vigil for students on or before October 31

Participating in and encouraging fast prayer meetings

#### **Secretary**

- a. maintains the life of a good spiritual leader and example before class members
- b. records all proceedings of the class meetings including any pertinent details
- c. reviews minutes from previous meetings if necessary
- d. keeps attendance at all the meetings
- e. handles all necessary class correspondence

#### **Treasurer**

- a. maintains the life of a good spiritual leader and example before class members
- b. collects class dues
- c. keeps a record of all distributions of all funds, makes all deposits, keeps a record of all monies accessible to the class and all funds withdrawn
- d. prepares and reads a report on the state of the treasury at each meeting

#### **Class Representative (2)**

- a. maintains the life of a good spiritual leader and example before class members
- b. is a member of the Student Council
- c. attends all Student Council meetings and represents class concerns to the Council
- d. reports important Student Council matters to the class

#### **Class Activities**

##### ***Advisers' Parties***

Each class has a party in appreciation of class advisers and should be planned as follows: **Seniors in May; Juniors in February; Sophomores in March; and Freshmen in April.** Classes should set dues and due dates for members' contributions.

Classes may secure some funding from Student Council Activity Fund (\$1.00 per student) for campus wide activities (see page 38).

##### **Special Duties**

*Freshmen* - decorate campus for Christmas, work in kitchen during Junior/Senior Banquet, baby sit during Alumni Day.

*Sophomores* - plan Christmas Social, serve and clean dining room for Junior/Senior Banquet and Alumni Banquet.

*Juniors* - Junior/Senior Banquet (provide refreshment for Freshmen and Sophomores), serve for Alumni Banquet, purchase and place a vase of flowers on the diploma table on Commencement morning.

*Seniors* - February Social, senior chapel

### ***KMBC Missions Cabinet***

KMBC Missions is directed by officers from within the student body, featuring the Friday chapels which focus on creating a worldwide missionary vision and where visiting missionaries frequently speak. Students often hear God's call to missionary service during these chapels.

#### **Mission Statement**

The KMBC Missions Cabinet seeks to present the cause of Christ through missions, both home and abroad, to the KMBC community in such a way so as to motivate all members of the community, students, faculty, staff, and administrators, to participate in missions through prayer, educating, giving, and serving on a mission field via task force, short term, and/or career ministry.

#### **Officers and their Duties**

##### **President**

1. The president shall chair Friday Missions chapels.
2. The president shall organize and schedule missionary cabinet meetings monthly.
3. The president shall provide leadership for the missionary cabinet and the student body.
4. The president shall visit with and interview guest speakers.
5. The president shall participate in specified missions functions on campus.
6. The president shall consult with the Missions Cabinet advisor regarding all of the operations of the Missions Cabinet including: cabinet meetings, chapel services, fund-raising, and all special events.

##### **Vice-President**

1. The vice-president shall chair missions chapels in the absence of the president.
2. The vice-president shall organize and participate in special missions functions on campus.
3. The vice-president shall promote student missions awareness through creative bulletin board ads.

### **Secretary**

1. The secretary shall record minutes of the cabinet meetings and missionary chapels.
2. The secretary shall publish a schedule of upcoming chapels, events, and decisions relevant to missionary cabinet meetings.
3. The secretary shall assist in the updating of the missions bulletin board.
4. The secretary shall correspond with individuals and organizations relevant to missionary cabinet business such as: thank you letters to missionary speakers, correspondence for special missions events, correspondence to schedule missionary speakers for chapel, etc.
5. The secretary shall receive and distribute the chapel schedule to every cabinet member.
6. The secretary shall chair missions chapels in the absence of the president and vice-president.

### **Treasurer**

1. The treasurer shall keep financial records for the KMBC Missions Cabinet.
2. The treasurer shall be responsible for all banking of the KMBC Missions Cabinet.
3. The treasurer shall provide the KMBC VPBA with all financial records necessary to conduct an annual audit of the KMBC Missions Cabinet on the second Friday of May.
4. The treasurer shall provide a written financial report of the KMBC Missions Cabinet at each cabinet meeting.
5. The treasurer shall practice fund accounting, keeping clear records of the amounts in each fund as designated by the cabinet.
6. The treasurer shall give an oral financial report in chapel every month.
7. The treasurer shall collect and recycle pop cans from across the campus.

### **Music Director**

The song-leader shall prayerfully plan and conduct the song-service for the missions chapel. The song-leader shall arrange for special music and/or sound equipment for the missions chapel as necessary.

### **Pianist**

1. The pianist shall play the piano for all missions chapels, including congregational, offertory, and special music as necessary.
2. The pianist shall assist the song-leader in planning the song service.

### **Bylaws**

The KMBC Missions Cabinet shall:

1. Be chartered by and answer to the KMBC Student Council.
2. Exercise responsibility for the preparation and administration of the student led missions chapel each Friday.
3. Submit a tentative chapel schedule of services to the Office of the President for administrative approval 10 days prior to the beginning of each term.
4. Prepare an annual budget and propose it to the KMBC Community no later than the third Friday of the fall semester.
5. Prepare and submit a slate of nominees for Missions Cabinet officers to the Dean of Students for administrative approval no later than April 15.
6. Prepare ballots and supervise elections of Missions Cabinet officers for the upcoming academic year for the first Thursday of May.
7. Conduct an orientation meeting of new officers and outgoing officers in May and prior to graduation.
8. Promote a variety of missionary organizations in addition to WGM as part of the chapel program.
9. Emphasize alumni ministries in the chapel programs as well as in the prayer emphasis.
10. Implement annual evaluations of its program by the students, faculty, staff, and administrators, and file a copy of that evaluation with the Dean of Students.
11. Explain to the student body the goals and purpose of the cabinet.
12. Collect and recycle pop cans across the campus to subsidize the Mission Cabinet's general fund.
13. Be advised by a member of the KMBC faculty or staff who shall be appointed by the Dean of Students with the approval of the KMBC Administrative Committee.

### ***KMBC World Gospel Mission Student Involvement***

The KMBC chapter of WGM SI meets one Friday per month, or other dates as arranged by the adviser.

#### **The KMBC WGM Student Involvement group shall:**

1. Conduct monthly activities promoting WGM interests with KMBC students.
2. Conduct activities consistent with KMBC community standards, upholding KMBC dress code and social policies.
3. Prepare and present a schedule of proposed WGM Student Involvement meetings to the Dean of Students within the first 30 days of each semester for administrative approval.
4. Promote and conduct KMBC task force teams to WGM mission fields.
5. Be funded by WGM.
6. Be under the direction of the WGM SI advisor, who is to be appointed and supervised by the KMBC Dean of Students with the approval of the KMBC Administrative Committee in cooperation with the WGM Director of World Connection Ministries and the Vice President of Public Ministries.
7. Function as an invited guest of KMBC.

#### **Student Involvement Representatives' Duties**

1. Two students will be chosen to be representatives on campus for World Gospel Mission Student Involvement.
2. The two representatives will work in conjunction with the Student Involvement director.
3. Duration of responsibility is one school year.
4. The supervisor of the representatives will be the Student Involvement director.
5. Duties:
  - a. They will announce and promote Student Involvement meetings.
  - b. They will meet with the director at least once a month in planning meetings, speakers, and activities. In case of emergency, more meetings may be planned.
  - c. They will be responsible for the preparation and clean up of every meeting or activity.
  - d. They will be responsible in finding volunteer help and committees within the student body.
  - e. They will keep the missions bulletin board up-dated with a message and information on missions.
  - f. They will coordinate Student Involvement agenda in cooperation with scheduling of Student Council activities.
6. Requirements for Student Involvement representatives.
  - a. Representatives with a heart for lost souls.
  - b. Representatives who can enthusiastically promote the need to get involved and reach out to the world.
  - c. Representatives who are willing to give time and prayer to make Student Involvement spiritually motivated and structurally creative and active.
7. Election process of Student Involvement Representatives:
  - a. The S.I. Representatives and Supervisor will nominate students to be elected as the oncoming S.I. Representatives.
  - b. The nominee will be elected from the Student Involvement body.

### ***Yearbook***

**NOTE:** *Currently the yearbook is the primary responsibility of KMBC staff, with student volunteer help. Should there be sufficient interest to institute a yearbook staff, these guidelines would take effect.*

The staff for the KMBC yearbook, **Reflections**, consists of student volunteers and two faculty advisers. With the exception of the editor, students sign-up each fall for the position in which they are interested. The position of editor is filled in May for the upcoming school year and is subject to faculty approval. Adjustments to this arrangement are made from time to time at administrative discretion.

**Below is a brief description of the staff positions and responsibilities:**

Layout: Individuals working in layout are responsible for layout design, picture selection, copy and artwork for their assigned page(s).

Computer: Individuals working with the computer are responsible for transferring all layout elements to the computer using software supplied by Taylor Publishing.

Ad Sales: Individuals working in sales are responsible for selling advertisements to local and regional businesses to be included in the yearbook.

Photography: Individuals working as photographers are responsible for taking candid shots of all aspects of campus life, as well as scheduled group pictures or other requested photos in a timely fashion. Film and developing will be supplied or reimbursed by the Reflections business manager. Several cameras are available for use by Reflections photographers.

Editor:

1. shall have prior yearbook layout experience
2. shall advertise for and enlist staff members
3. shall provide training as needed to staff members
4. shall provide leadership in the areas of organization, motivation, and meeting of deadlines
5. shall ensure the publication of a fall book
6. shall present the new yearbook to the dedicatee(s) at a time agreed upon by the yearbook staff
7. shall be at least a second year student and must have attended KMBC at least one full semester
8. shall carry a cumulative GPA of at least 2.5

Scholarship in the amount of 250.00 per semester will be awarded to the Reflections editor.

### *Non-Traditional Student's Association*

#### **Mission Statement**

The Non-Traditional Students Association (NTSA) is designed to minister to the spiritual, social, and material needs of non-traditional students, both married and single, and to encourage Christian unity and support among the campus community.

#### **General Definition**

Non-Traditional Students (NTS) include those who

- 1) are married, 2) single parents, 3) single students 25 years of age or older.

This designation includes the spouses of NTS who are not themselves enrolled at KMBC.

#### **Executive Committee**

President; Vice-President; Secretary/Treasurer; Chaplain; Faculty/Staff Adviser - appointed annually by the Dean of Students.

#### **Election of Executive Committee Officers (general)**

Elections are to be held in the latter part of April for those to hold office the following year. All those defined as Non-Traditional students/spouses have the opportunity to vote on executive committee officers.

#### **Responsibilities of all Elected Officials (general)**

Maintains the life of a good spiritual leader and example before the campus community.

Outgoing officers will meet individually with their successor to discuss duties soon after elections. Both outgoing and incoming officers will meet as a group at least once prior to the end of the semester.

#### **General Requirements for Office**

The President or Vice-President of the NTSA cannot serve as President or Vice-President of a class (Fr, Soph, Jr, Sr) simultaneously.

Students/student spouses must be in their second consecutive semester at KMBC to run for office. NTS spouses who are not enrolled at KMBC may hold the offices of Secretary/Treasurer and Chaplain.

### **Officer Job Descriptions**

#### **President**

1. shall chair NTSA meetings
2. shall carry a cumulative GPA of at least 2.5
3. shall be enrolled for at least six hours per semester per term of office
4. is the representative spokesperson for the NTSA when necessary
5. shall work with Association advisor (to be appointed by the Dean of Students) concerning all association activities
6. shall inform NTSA members of responsibilities, meetings, and activities
7. shall make fund disbursements in the absence of the secretary/treasurer
8. shall be present on campus for fall orientation to aid incoming NTS and work with the Student Council President
9. shall perform responsibilities as assigned by the executive committee of the NTSA

#### **Vice-President**

1. shall chair NTSA meetings in the absence of the president
2. shall carry a cumulative GPA of at least 2.5
3. shall be enrolled for at least six hours per semester per term of office
4. shall be a member of the Social Committee
5. shall assume the office of the president should the president no longer be able to fulfill that office
6. shall develop information packet relating to available services and local opportunities for incoming NTS, and have to President by May 15
7. shall coordinate association social activities
8. shall perform responsibilities as assigned by the executive committee of the NTSA

#### **Secretary/Treasurer**

1. shall keep an accurate attendance record
2. shall record the minutes at every meeting
3. shall be responsible for all association correspondence
4. shall be responsible to make copies of the minutes to be presented to the adviser of the NTSA
5. shall be responsible to the executive committee of the NTSA for all revenue and capital of the association
6. shall make no expenditures without the approval of the executive committee of the NTSA
7. shall be responsible for the recording of all financial transactions of the NTSA
8. shall perform responsibilities as assigned by the executive committee of the NTSA

#### **Chaplain**

1. opens each meeting in prayer
2. leads devotions at association activities
3. serves on the Spiritual Life Committee
4. works to facilitate small group development among NTS
5. works to facilitate mentoring, discipleship, prayer, and encouragement among NTSA
6. helps facilitate inner campus ministry by NTSA
7. helps facilitate off-campus outreach by NTSA as desired shall perform responsibilities as assigned by the executive committee of the NTSA

## **Student Council Bylaws**

Name: Student Council of Kentucky Mountain Bible College

### ***Purpose***

- A. To serve as a liaison between the student body and college administration.
- B. To serve as a forum for student input on school policy and activities relevant to student life.
- C. To sponsor, promote, and assist in the conducting of programs and activities that are beneficial to the school.
- D. To charter student organizations.

### ***Membership***

Membership of the student council shall consist of the President, Vice President, and eight representatives - two from each class. The secretary and the treasurer will be elected from the eligible candidates of these representatives. The Dean of Students shall serve in an advisory position.

### **President**

1. shall chair council meetings
2. shall announce before the student body the date of the next regularly scheduled meeting at least nine days in advance of the meeting and will distribute an agenda for that meeting to the secretary, no less than four days before the meeting
3. shall make fund disbursements in the absence of the treasurer
4. shall be at least a third year student and must have attended KMBC for at least two semesters as a full-time student (the nominating committee reserves the right to select nominees from the upcoming sophomore class)
5. shall carry a cumulative GPA of at least 2.5
6. shall appoint a successor to complete the unexpired term of an officer, in the event of the vacancy of a Council office for any reason, with the advice and consent of 2/3 of the council. (In the event that the vacant office is that of the Vice President, the appointed successor will be approved by the Administrative Committee.)
7. shall address the student body in the Student Council Presidential Inaugural Chapel held during the first full week of the fall semester. Other addresses are to be made as needed.
8. shall perform responsibilities assigned by the council

### **Vice President**

1. shall chair meetings in the absence of the president
2. shall chair the Social Committee, plan, and direct social activities sponsored by the committee
3. shall assume the office of president should the president no longer be able to fulfill that office
4. shall be at least a third year student and must have attended KMBC for at least two semesters as a full-time student (The nominated committee reserved the right to select nominees from the upcoming sophomore class)
5. shall carry a cumulative GPA of at least 2.5
6. shall perform responsibilities as assigned by the council president and the council

### **Secretary**

1. shall keep an accurate attendance record
2. shall record the minutes at the meetings
3. shall be responsible for all council correspondence
4. shall distribute a copy of the agenda to council members three days prior to regularly scheduled meetings
5. shall post on the Student Center bulletin board three days prior to the next regularly scheduled meeting, a list of proposals
6. shall be responsible to make copies of the minutes to be presented to the Dean of Students

7. shall post on the Student Center bulletin board proposals considered and council and Administrative Committee action toward them
8. shall be at least a second year student and must have attended KMBC for at least two semesters as a full-time student
9. shall carry a cumulative *GPA* of at least 2.5
10. shall perform responsibilities as assigned by the council president and the council

#### **Treasurer**

1. shall be responsible to the president and/or council for all revenue and capital of the council
2. shall make no expenditures without the approval of the president and/or council
3. shall be responsible for the recording of all financial transactions of the council
4. shall have a basic knowledge in accounting
5. must be at least a second year student, and must have attended KMBC for at least two semesters as a full-time student
6. must carry a cumulative *GPA* of at least 2.5
7. shall perform responsibilities as assigned by the council president and the council

#### **Representatives**

1. shall include two members from each class
2. may hold any other organizational office excepting the President or Vice President offices of the Council, providing he/she attains to the qualifications of that particular office
3. shall represent his/her class in:
  - a. expressing the best interests of his/her class
  - b. functioning as a liaison between the council and his/her respective class
  - c. acting according to the dictates of his/her best judgment and of the class he/she is representing
4. shall carry a cumulative *GPA* of at least 2.5
5. shall perform responsibilities as assigned by the council president and the council.

#### **Dean of Students**

1. shall advise the council
2. shall serve as a liaison between the Student Council and the Administrative Committee

#### **Election Procedures**

The Student Council shall serve as the nominating committee for president and vice-president.

#### **President and Vice-President**

1. The Nominating Committee shall nominate no more than three candidates in the regularly scheduled April meeting. These nominations will be approved by the Administrative Committee.
2. The student body will have 48 hours to consider the candidates.
3. The student body will elect the officers the first Thursday of May.
4. The Nominating Committee shall appoint a board of three tellers from the membership of the council in the regularly scheduled April meeting to tally election results.
5. The candidate winning the most votes is elected.
6. The offices shall begin after the last instructional day of the spring semester and terminate at the end of the last instructional day of the following spring semester.

#### **Secretary and Treasurer**

1. These officers shall be elected from the eligible representatives by the council during the first council meeting of the school year.

2. These offices shall begin during the first council meeting of the school year and terminate the first council meeting of the following school year.

### **Representatives**

Two members shall be elected from each class.

- a. The returning classes shall meet during the second week of May to elect two council representatives.
- b. The incoming freshman class shall elect two council representatives whose offices shall begin at the point of election, and shall terminate on the following fall registration.

*No member of the student council shall hold any one council office for more than two consecutive years.*

### **Meetings**

A. Regular meetings shall be held once every full month of the school calendar year.

B. Special meetings may be called by the president of the council in consultation with the Dean of Students when it is deemed necessary.

C. A majority of members shall constitute a quorum to do business.

D. Each member present shall have one vote, excepting the chair, who shall have no vote unless the council is equally divided.

E. Council members are expected to be present unless they have secured permission to be absent from the council president or the Dean of Students.

F. No more than 30 minutes may be spent on any one proposal in any one meeting; after the elapse of 30 minutes, the chair shall call for a motion.

1. The council president shall appoint a clerk to monitor the time.
2. Each member of the council is allotted two minutes to speak on any one proposal in any one meeting.
3. If a member runs out of time he/she could ask another member to yield him/her time in increments of no less than 15 seconds.
4. The Dean of Students is not restricted in debate.
  - a. He/she does not have to be recognized by the chair.
  - b. He/she is not restricted in debate time.
5. Nonmembers shall be recognized for no more than one minute. If more time is desired, the council may permit them to speak longer by majority vote. They shall not be permitted to speak for more than three minutes.

### **Voting**

A. The members present at the roll call shall exclusively have the right to vote in that meeting.

Tardy members may appeal to the council.

B. The chair shall have no vote unless the council is equally divided.

C. The Dean of Students does not have the right to vote.

All Student Council decisions are subject to Administrative Committee approval.

### **Impeachment**

A. A council member can be removed from office for not discharging his/her office or for misconduct.

B. Any and all charges are to be addressed to the Dean of Students who shall serve the accused with the charges in writing.

C. The Dean of Students shall call a special meeting of the Student Council Executive Committee and serve as its chair, to deal with the charges. At that time the accused will be given opportunity to defend him/herself. If the council executive committee finds that there is suitable evidence to convict, they may vote to impeach by a 2/3 majority vote.

D. If the vote is to impeach, then the full council is called into special session to provide a hearing for the accused.

E. The accused shall have opportunity to defend him/herself. Evidence shall be presented on both sides; a 2/3 majority vote of the council is needed to remove the accused from the council.

F. The impeached council member has the right to appeal to the Administrative Committee within seven days. The decision of the Administrative Committee will be final.

## **Amendments**

- A. Only council members can propose changes in the bylaws.
- B. A proposed amendment is to be submitted to the president in writing no less than one week before a regularly scheduled meeting for consideration at that next meeting.
- C. A proposed amendment is passed with a 2/3 majority vote of the council.

## **Financial Guidelines**

### Budget

#### **1. Student Activities Fund**

(\$10.00 per student given to the Student Council within 30 days after the semester begins)

##### *a. class sponsored activities*

- i. \$1.00 per eligible student (see list secured by the Vice President of the Student Council)
- ii. Given to the treasurer of the class upon request.
  - (a) Fall Semester - Freshmen (Decorating Campus for Christmas)
  - (b) Fall Semester - Sophomores (Christmas Party)
  - (c) Spring Semester - Seniors (Friendship Banquet)

##### *b. 90% - school-wide activities (Student Council-sponsored)*

i. The Student Council must deplete its portion of the student activities fund during the academic year when the latest student activities fee was collected.

#### **2. Council Funds (Income from Sales Merchandise)**

- a. 30% of the profits shall be used for miscellaneous Council expenses
- b. 70% of the profits shall be used for the purchase of more merchandise.

## **STUDENT BILL OF RIGHTS**

### **Student Bill of Rights**

- 1. Any student may present to his/her class representative a signed college-related matter in the form of a proposal. Only proposals received at least one week prior to the next regularly scheduled meeting shall receive consideration at that meeting. These proposals shall be posted for consideration at least three days prior to the meeting.
- 2. Any member of the student body, the faculty, or the staff may visit council meetings and have a voice when recognized by the chair. The visitor has no vote and may be requested to leave for executive session.
- 3. Any student may present the student council a request to have a proposed student organization chartered. No student organization will exist except those chartered by the student council.

## *WHO TO SEE*

Ad. Bldg. bulletin board space .....	Registrar
Checks cashed .....	Business Office
Collateral and absence forms .....	Mailbox Area
Community service.....	Men or Ladies' Work Supervisor
Counseling .....	Dean of Students
Dating forms .....	Mailbox Area
Lost and found .....	Bookstore/Business Office
Grievance form .....	Dean of Students
Guest room and guest meal forms .....	Business Office
Information—activities .....	Davis Building Bulletin Board
Off campus permissions .....	Dorm Supervisors/Dean of Students
Books .....	Bookstore
Coffee, snacks .....	Coffee House

## *ADMINISTRATION OFFICERS*

President	Dr. Philip Speas
Executive Vice President	Rev. Tom Lorimer
Vice President of Academic Affairs	Rev. Tom Lorimer
Business Affairs	Mrs. Joy Paul
Physical Plant	Mr. John Mathes
Maintenance	Mr. David Boleratz
Chief of Admissions	Mr David Lorimer
Dean of Students	Rev. Jim Nelson
Assistant to the Dean	Rev. David Paul
Registrar	Dr. Richard Englehardt
Librarian	Miss. Patricia Bowen
Director of Field Ministries	Rev. Jonette Englehardt

## *VOTER INFORMATION*

The Dean of Students will provide state voter registration and absentee ballot information, including registration cards. Questions concerning voting can be directed to the Dean of Students at [jnelson@kmbc.edu](mailto:jnelson@kmbc.edu). **The United States Election Assistance Commission** provides the **National Mail Voter Registration Form** that can be used to register to vote, update your registration due to a change in name, make a change of address or to register with a political party. The form also contains rules and regulations.

**We are the Body of Christ,  
therefore  
We are Community.**

For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body --- whether Jews or Greeks, whether slaves or free --- and have all been made to drink into one Spirit.

**I Corinthians 12:12-13**

Therefore we were buried with Him through baptism into death, that just as Christ was raised from the dead by the glory of the Father, even so we also should walk in newness of life.

**Romans 6:4**