



Regional Christian University

FACULTY/STAFF HANDBOOK

2019-2020

2019 - 2020 Faculty/Staff Handbook

Regional Christian University Faculty/Staff Handbook 2019 - 2020

Designed, Produced, and Published by:

Regional Christian University Office of the Registrar

Regional Christian University is a
Texas Non-profit Charitable Corporation
dedicated to providing Biblical Higher Education to
young people and adults for the purpose of preparing
them for the work of the Kingdom of God.

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Address inquiries, requests for applications,
and requests for interview appointments to:

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All information provided in this handbook is subject to change without notice

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President:

Dr. David J. Hoyte



The Regional Christian University Motto:

Santidad – Dedicación – Excelencia

(Holiness – Dedication – Excellence)

*

The Regional Christian University Emblem:

The Cross, the Crown, the Word, and Prayer

Emphasizing Biblical Holiness, Prayer and the Devotional Life

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The Regional Christian University Colors:

Burgundy, Black, Gold

CONTENTS

BRIEF HISTORY	7
CHRISTIAN PHILOSOPHY OF EDUCATION.....	7
DOCTRINAL STATEMENT.....	10
AUTHORIZATION.....	10
Accreditation	10
Texas State Exemption.....	11
Recognitions.....	11
Articulation Agreement.....	11
Teacher Certification.....	12
Denominational Affiliations.....	12
GOVERNANCE.....	13
Board of Trustees	13
Administrative Staff	13
President’s Cabinet.....	13
ADMINISTRATION	14
The Mission of Regional Christian University	14
Institutional Objectives	14
Institutional Goals	14
INSTITUTIONAL PHILOSOPHY OF STUDENT DEVELOPMENT	16
ADMINISTRATIVE JOB DESCRIPTIONS:.....	17
PRESIDENT	17
EXECUTIVE ASSISTANT TO THE PRESIDENT	18
CHIEF FINANCIAL OFFICER	20
CHIEF ACADEMIC OFFICER.....	20
DEAN OF STUDENT DEVELOPMENT	21
DEAN OF WOMEN	22
DIRECTOR OF INSTITUTIONAL DEVELOPMENT.....	24
DIRECTOR OF MINISTERIAL FORMATION	25
CONDITIONS OF EMPLOYMENT	25
STAFF CLASSIFICATION	25
DUE PROCESS/ARBITRATION PROCEDURE	39

<i>AFFIRMATION OF LIFESTYLE AND MORALITY STANDARDS</i>	43
Statement of Academic Freedom	46
PROFESSIONAL RESPONSIBILITIES	46
FACULTY PROFESSIONAL DEVELOPMENT POLICY	50
ADMISSIONS	51
LIBRARY	54
LIBRARIAN	54
FOOD SERVICES	56
DIRECTOR OF FOOD SERVICES	56
MAINTENANCE DEPARTMENT	57
CUSTODIAN	57

BRIEF HISTORY

Regional Christian University, founded in January 1998 by Dr. David and Ana Luisa Hoyte as Regional Bible Institute, is an evangelical, non-denominational, Full Gospel, Holiness institution of Higher Education, geared to prepare Hispanic leaders to carry out the Great Commission in church related ministries as well as in careers in all walks of life. The College was founded with a vision to help underprivileged Hispanic young people, from both national and international origins, become equipped for the work of the apostle, prophet, evangelist, pastor, and teacher. Though the beginnings were very small, with a very small student population, there has been growth over the years, moving recently to the level of establishment of extension groups in other locations.

Our College is a Christian, Bible-believing, Holiness, transformational institution which believes in the Biblical call to reconcile man to God. Not only do we believe in the Biblical creation message and the fall of man, but in the divine provision of redemption available for all. Our influence in this community goes beyond the academic and seeks to prepare young people to have a truly Christian Worldview that will guide them in every area of life. Not only is the student to be prepared technically or academically, but also to have a clear spiritual vision of purpose in the Kingdom of God. We believe in the necessity for students to be drawn into deep and intimate fellowship and knowledge of God through prayer.

CHRISTIAN PHILOSOPHY OF EDUCATION

Regional Christian University starts with the premise that the only true education is a Christian education and that there has to be a distinctive philosophical difference between what is being done in the Christian college and what is being done in the non-Christian colleges. We believe that real education is the process of learning God's truths. Academics are not an end within themselves, but a means to an end, bringing glory to God and the development of Godly character in the student's life. Academics are used as a tool to assist the student to grow in wisdom and stature and in form with God and man. Here are six premises upon which we build our pedagogical approach:

1. **DISCIPLESHIP** – Jesus commanded us to make **DISCIPLES** of men. As an extension of the home, Regional Bible Institute Christian Academy will disciple Christian students in a **LIFESTYLE** reflecting Jesus Christ and God's Word. It is not the intent of Regional Christian University to enroll non-Christian students or those who do not agree with our Biblical doctrines. Prov. 22:6
2. **REALITY** – Regional Christian University seeks to prepare students for the “Real World”. We recognize that ultimate reality is God-centered. God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today. There are six presuppositions from the Christian point of view:

A. The nature of God is real

- | | |
|--|--------------------------------|
| God is – the original reality | Psalm 90:2 |
| B. The creation of God is real. | |
| God made – the infinite creator | Genesis 1:31 |
| C. The revelation of God is real. | |
| God revealed – the supreme intelligence | II Peter 1:21 |
| D. The plan of God is real. | |
| The Word became flesh and dwelt among us.... | John 1:14 |
| E. The morality of God is real. | |
| “Let us make man in our image...” | Genesis 1:26
Leviticus 19:2 |
| F. The sovereignty of God is real. | |
| God’s sovereignty – the ultimate authority | Job. 38:1-40:2 |
3. TRUTH – Truth may be defined as an unchanging statement or principle that is in agreement with reality. Christianity is not simply one truth among many truths; it is the source of all truth. All truth is God’s truth. Truth is consistent throughout the universe. Truth exists and is absolute. God has shown Himself through His Scriptures, and man’s understanding of truth.
- | | |
|--|-----------------------|
| A. God’s Word is truth | II Thessalonians 2:10 |
| B. Truth is objectively comprehensible by man. | Hebrews 5:14 |
| C. The Father is truth. | II Timothy 3:15 |
| D. The Son is truth. | John 14:6 |
| E. The Holy Spirit is truth. | John 14:17 |
4. KNOWLEDGE – Knowledge is essentially publishable and shareable with all men. Otherwise, it is not knowledge. All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction which serves as a guiding principle in individual’s life must be based on truth as revealed in God’s inspired Word.
5. MAN – Man is created being formed in the spiritual and moral image of God. Man is tripartite consisting of spirit, soul and body and will exist eternally either in heaven or hell. Man’s essential nature is his freedom to choose or decide what his behavior will be, what he will think, become and do. Man’s essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose Jesus Christ, the divine Son of God. Man’s purpose is

to glorify God; to have fellowship with God; to live in harmony with man; and to exercise dominion over God's creation.

Gen.1:26-31

John 1

Rom. 1-3

Rom. 10:9

6. CHRISTIAN EDUCATION – In order for an educational program to be academically sound and instructively effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:

- A. Man does possess a spiritual dimension

Genesis 1:26-27

- B. Education involves the total being; spiritual intellectual, physical and social.

Proverbs 9:9

- C. Each person possesses unique individual potential, traits, and needs

Romans 12:3-8

- D. The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, and skills toward zealous application.

- E. An integration of Bible truth will be inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.

- F. Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and therefore will serve as our authority on all questions.

DOCTRINAL STATEMENT

1. *We believe* the Scriptures of the Old and New Testaments to be the inspired, infallible, and inerrant Word of God.
2. *We believe* that God is one Essence in Three persons, Father, Son and Holy Spirit.
3. *We believe* that Jesus Christ is true God and true man, conceived of the Holy Ghost and born of the virgin, Mary.
4. *We believe* that Jesus died and shed His blood as full payment for our sins, rose from the dead, ascended into heaven, and is seated at the right hand of the majesty on High.
5. *We believe* in water baptism for born-again believers.
6. *We believe* that the true Church is composed of persons who have exercised their faith in Jesus Christ and have been regenerated by the Holy Ghost.
7. *We believe* that Bible reading, prayer, and spiritual praise and worship are essential parts of congregational expression.
8. *We believe* in the second coming of the Lord Jesus Christ.
9. *We believe* in the baptism of the Holy Ghost and the availability of spiritual giftings.
10. *We believe* that the gifts of the Holy Spirit are given to every believer in order to empower him/her to work the works of Christ.
11. *We believe* in divine healing as part of the Atonement.
12. *We believe* in the power of God to grant us full deliverance from evil spirits.
13. *We believe* in the present-day manifestation of the five-fold ministry, given by Jesus Christ to perfect His Church.

AUTHORIZATION

Accreditation

Regional Christian University holds “*Applicant Status*” for accreditation by the Association for Biblical Higher Education (ABHE). The College is in the process of working towards Candidacy and Full Accredited status within the next several years. Currently, the College’s programs being considered and reviewed by ABHE are the certificate, associate, and baccalaureate degrees, in Biblical Studies (Theology), and in Christian Education (Pedagogy). ABHE may be contacted by

writing to 5850 T.T. Lee Blvd, Suite 130, Orlando, FL 32822, or calling 407-207-0808. The ABHE contact information is being provided to enable constituents to:

- 1) learn about the institution's accreditation status,
- 2) file a third-party comment, or
- 3) file a complaint against the institution.

Texas State Exemption

As a religious, non-profit school, Regional Christian University is exempted from State authorization and oversight by the Texas Higher Education Coordinating Board, both to operate in the State of Texas and to grant Associate, Baccalaureate, and Masters degrees in religious programs. The Texas Higher Education Coordinating Board can be contacted by writing to P.O. Box 12788 Austin, Texas 78711, or 1200 East Anderson Lane, Austin Texas 78752.

The Texas Higher Education Coordinating Board contact information is being provided to enable constituents to:

- 1) learn about the institution's exempt status,
- 2) file a third-party comment, or
- 3) file a complaint against the institution.

Recognitions

Regional Christian University is a higher education institution approved and recognized by the Association of Christian Teachers and Schools (ACTS) as a degree-granting institution, and the completed Bachelor's Degree in Christian Education is accepted for teacher certification in an ACTS accredited school.

Articulation Agreement

Articulation agreements exist between Regional Christian University and the following institutions accredited by the Association for Biblical Higher Education:

Rio Grande Bible Institute, Edinburg, Texas - Rio Grande Bible College agrees to accept up to 67 academic transfer credits from Regional Christian University towards its Bachelor's Degree.

Steinbach Bible College, Manitoba Canada - Steinbach Bible College agrees to accept 64 credits from Regional Christian University towards its Bachelor's Degree.

Kansas Christian College, Kansas City, KS - Kansas Christian College agrees to grant unconditional credit to Regional Christian University for those courses which are similar in content to the courses at Kansas Christian College.

Lancaster Bible College, Lancaster, PA

- Lancaster Bible College agrees to accept 65 credits (Associates Degree) from Regional Christian University towards its Bachelor's Degree, and a completed Bachelor's Degree from Regional Christian University towards one of four Master's Degree programs at Lancaster Bible College | Capital Bible Seminary.

Shiloh University, Iowa

- Shiloh University accepts credits from Regional Christian University when the courses are similar to the program offered at Shiloh University.

Transfer of Credit Agreements

Credit Transfer agreement exist between Regional Christian University and the following accredited institutions:

Global University, Springfield, Missouri

God's Bible School, Cincinnati Ohio

Teacher Certification

The Association of Christian Teachers and Schools (ACTS) will certify a RCU Bachelor in Christian Education graduate to teaching in any ACTS accredited private Christian School.

Denominational Affiliations

The College is not affiliated with any denomination. The general doctrinal attitude of the College is Full-Gospel, evangelical, conservative, Holiness. It is the desire of the College to serve all individuals and churches of similar biblical faith and does welcome to its faculty and student body qualified persons who are in general agreement with the College's doctrinal position.

GOVERNANCE

Board, Administration, and Faculty

Board of Trustees

Irma Jensen	Chairman	ijensen22@hotmail.com
Robert Ruiz Jr.	Trustee	shippersserviceinc@sbcglobal.net
Robert Swigart	Trustee	riswigart5@yahoo.com
Marina Garcia	Trustee	marina_garcia27@att.net
Dr. David J. Hoyte	President	djhoyte@RCU1998.org
Rev. Samuel Snow	Trustee	pastoropt@gmail.com
Debbie Deremiah	Trustee	debbiederemiah@ymail.com
Rev. Stephen J. Fraser	Trustee	sjhtriumph@yahoo.com
Rev. Craig Benner	Trustee	healmin@hotmail.com
Calvin Stanberry	Trustee	calvinstanberry@yahoo.com

Administrative Staff

David J. Hoyte	President
Rosa Hoyte	Executive Assistant to the President
Dr. Donald Simmons, Jr.	Provost & Vice President for Academic Affairs
Diane Trevino	Chief Financial Officer
Rev. Jaime Arroyo	Director, RCU Houston Extension
Rev. Elena Morales	Director, RCU Reynosa Extension
Karen Knoell	Registrar & Director of Admissions
Julie McPhail	Director of Library Services
Michelle Wietbrock	Director of Development, Accreditation Liaison
Bernika Atchumi	Director of Assessment
Daniel A. Gonzalez	Campus Pastor & Dir. Of Spiritual Life
Marta Serrato	Director of Student Affairs & Recruiting

President's Cabinet

Dr. David J. Hoyte, President	djhoyte@rcu1998.org
Dr. D.C. Simmons, Vice-President for Academic Affairs	dcsimmonsjr@yahoo.com
Diane Trevino, Chief Financial Officer	diane@rgvallianceconstruction.com
Karen Knoell, Registrar & Director of Admissions	kaknoell@yahoo.com
Julie McPhail, Director of Library Services	Julie.mcphail@shilohuniversity.edu
Michelle Wietbrock, Director of Development	michelle@rcu1998.org
Marta Serrato, Director of Student Affairs & Recruiting	marthasalinas266@gmail.com

ADMINISTRATION

The Mission of Regional Christian University

Regional Christian University is a Full-Gospel, Bible based, Holiness institution of higher education, which endeavors to prepare young people and adults on both sides of the border to fulfill the Great Commission, regardless of their economic situation.

Institutional Objectives

During the course of study at Regional Christian University, students will be encouraged to:

1. Reach both a spiritual and academic awareness of God as the creator and sustainer of the universe and of man.
2. Know that Biblical truth is the foundation of all knowledge.
3. Know that Jesus Christ is God's son who came to earth to be man's Savior.
4. Understand the necessity of having a personal relationship with Jesus Christ and of letting him give direction to our lives.
5. Know the essential doctrines of the historic Christian faith.
6. Develop a Biblical sense of morals, ethics, and holiness.
7. Know the Biblical basis for respect of God, respect for authority figures, and respect for individuals.
8. Develop a balanced perspective toward God's grace and God's law.
9. Know and understand the foundational teachings and the important figures of the Old and New Testaments and how those teachings can form and positively affect our lives as Christian adults.
10. Know how to do library research.
11. Develop creative and leadership skills.
12. Develop the ability to work independently and cooperatively in groups.

Institutional Goals

As a result of the College's curricular and co-curricular activities, RCU graduates will demonstrate:

1. Development of a distinctively Christian intellect, and values indicative of an integrated Christian and biblical worldview.
2. Knowledge of basic Biblical doctrines and principles given in our school's Doctrinal Statement.

3. Ability to function as a partner with the Christian Church, aiding pastors in their Biblical responsibility of training believers to know and love God, and to know His Voice.
4. Ability to purposefully and effectively integrate Biblical principles with the fulfillment of career and ministry experiences.
5. An ability to be mission minded, exemplary, and obedient servants of God.
6. A desire to study and emulate the lives of holiness and humility of exemplary Christian figures of past generations.
7. Sensitivity to and appreciation for different cultural viewpoints.
8. Excellence in effective communication, and Christian ministry skills.

INSTITUTIONAL PHILOSOPHY OF STUDENT DEVELOPMENT

It is our conviction that Christian education will form the way of thinking of the student. We believe in the renewing of the mind through proper instruction in the Word of God. Our approach is to base all teaching and learning on the revealed Word of God, examining current events, opinions, and doctrines, in the light of the Word of God and under the guidance of the Holy Spirit. We believe that of greater importance than merely acquiring an education is the gaining of knowledge of God and the forming of an intimate communion with Him. Hence, prayer is a vital part of any academic activity, and waiting on God is more important than the putting together of selfish plans and goals. We teach our students to seek God, to hear from God, and to obey God in all things.

Regional Christian University starts with the premise that the only true education is a Christian education and that there has to be a distinctive philosophical difference between what is being done in the Christian school and what is being done in the secular institutions. We believe that real education is the process of learning God's truths. Academics are not an end within themselves, but a means to an end, bringing glory to God and the development of Godly character in the student's life. Academics are used as a tool to assist the student to grow in wisdom and stature and in favor with God and man.

ADMINISTRATIVE JOB DESCRIPTIONS:

A.. PRESIDENT

PRESIDENT

In general, the President oversees the work of the Institution with his spiritual leadership and executive direction. He makes sure there is the necessary staff, equipment, facilities, and whatever is necessary to engage and to fulfill the Institution's objectives of the Institution, and those of the staff, and constituents.

- a. Duties with reference to the Cabinet
 - Serves as ex-officio, non-voting member of the Cabinet, and of all the Standing Committees of the Cabinet
 - He chairs the Administrative Team and submits recommendations to the Cabinet concerning the Institution's work and development.
 - He is directly responsible to the Cabinet. Through him the Cabinet executes its program and exercises control.
 - Prepares and submits a current report of the activities of the Institution to the Cabinet at each meeting, as well as an annual, comprehensive report to the Cabinet and constituents.
 - Provides leadership for the Cabinet in terms of planning and development, in preparing and presenting the budget, and in public relations.
 - Seeks out for potential administrative personnel in consultation with the Cabinet Executive Committee.
 - He is responsible for keeping the Cabinet Handbook up to date.

- b. Duties with reference to the Faculty and Staff.
 - He is the chair of the Staff and is authorized to call meetings at his discretion. Chairs Administrative Team meetings and All-Staff meetings.
 - Is in consultation with the Academic Dean, and the Dean of Student Development in the recruitment of qualified personnel in their respective departments. Delegates major areas of responsibility to the administrative officers.
 - Keeps conversant, through regular reporting, with every aspect of the Institution's operation.
 - Seeks to encourage the staff. Listens to them when they have complaints and concerns, and discusses them freely.
 - Assumes responsibility for keeping the Faculty/Staff Handbook up to date.
 - Assumes responsibility for the maintenance of an effective program of staff supervision and performance appraisal.

- c. Duties with reference to Spiritual Life
 - Gives careful attention to his own spiritual development as well as to that of faculty, staff, and students.
- d. Duties with reference to Public Relations
 - Is the official representative and spokesperson of the Institution.
 - Engages in personal contacts, speaking engagements, and writing articles.
 - Insists on sound administrative policies, ethical business dealings, honest publicity, and acceptable social relations.
 - Coordinates fund-raising responsibilities with the Director of Institutional Development.
- e. Duties with reference to the Curriculum
 - Encourages continuous study, re-evaluation and improvement of the curriculum to meet the needs of the Kingdom of God.
 - Strives to ensure a strong biblical, evangelical, missions and Pentecostal church oriented emphasis.
 - Collaborates with the Academic Dean in working towards and maintaining an accredited college program.
- f. Duties with reference to Instruction
 - May be available for some classroom instruction.
 - Is to be a good example in classroom teaching.

B.. EXECUTIVE ASSISTANT TO THE PRESIDENT

EXECUTIVE ASSISTANT TO THE PRESIDENT

- a. Duties with respect to Executive Assistant to the President
 - President's secretary re: appointments, records, filing, meeting arrangements, tracking speaking schedule, travel schedule and travel arrangements, and other tasks as requested.
 - Update institutional policy/planning documents: Faculty/Staff Handbook, RCU Strategic Planning Document, RCU Self-Study, ABHE Recommendations, and others as required
 - Maintain files in safe: includes minutes for all committees in RCU, general files in safe, archival materials for administration, ABHE reports, and others as needs arise.
 - Circulate and file information Newsletters
 - Organize and maintain minute/committee binders
 - Committee meetings: Format and distribute minutes, arrange meetings as required, and other tasks as requested.

- Other duties as assigned.
- b. Duties with respect to Administrative Typing
 - RCU Cabinet and SCA Board minutes and mailings
 - Update Cabinet Policy Manual as required
 - Format President's Report to the Cabinet
 - Format Cabinet Manual, directory, and orientation materials
 - Format and distribute Administrative Team minutes and other minutes as requested
 - President's correspondence
- c. Duties with respect to Development as it relates to President's office
 - Sponsors: letters, records, events, design and development of all Sponsor media materials
 - Fund-raising Champions: letters, records, events, design and development of all fund-raising Champions media materials
 - Coordinates and maintains College awareness among Alumni
 - Promotes the Alumni Association
- d. Duties with respect to Graphic Design
 - Advertisements for magazines and newspapers
 - i. Brochures for recruitment and courses
 - ii. Bookmarks
 - iii. Assist Publications Coordinator with production of newsletter on a monthly basis
 - iv. Posters for various events
 - v. Other items as requested
 - Design for Academic Department
 - i. Bible Study guides
 - ii. Certificates: Biblical Studies, Sponsors, Volunteers, misc.
 - iii. Graduation program, posters, invitations
 - iv. Programs
 - v. Brochures for courses
 - vi. Announcements for newspapers, radio, internet
 - vii. Other items as requested
 - Design for Student Development
 - i. Cover for Student Planner
 - ii. Pictorial directory each Fall
 - iii. Other items as requested
 - Design for Donor Development
 - i. Donor appeal letters and thank you responses
 - ii. Other items as requested

C. CHIEF FINANCIAL OFFICER

CHIEF FINANCIAL OFFICER

In general, the CFO assumes responsibility for the business and financial operation of the Institution, maintenance of buildings, and for the Support Staff. The CFO is directly responsible to the President and serves as a member of the Administrative Team.

- a. Duties with respect to fiscal and administrative management
 - Keeping financial records
 - Preparing accurate and meaningful financial statements
 - Budgeting and anticipating financial problems
 - Safeguarding and managing the organization's financial assets
 - Complying with federal, state, and accrediting association reporting requirements
 - Administration of endowment and similar funds
 - Administration of student financial aid (bursaries and scholarships)
 - Cash and investment management
 - Provision of appropriate internal controls and annual audits
 - Consulting with CPA for important issues
 - Records management of the vital records of all institutional departments
 - Administration of risk management and insurance programs
 - Recruiting and hiring of support staff in consultation with the President and Administrative Team
 - Administration of the support and volunteer personnel
 - Administration of student employment
 - Determination of cost information and indirect costs of sponsored programs
 - Procurement and retention of legal services
 - Institutional planning with respect to the identification and recommendation of fiscal goals and objectives for achievement of the stated institutional mission
- b. Duties in regard to Business Management
 - Purchasing/management of goods and services and institutional contacts
 - Management of auxiliary enterprises (such as bookstore) and services (such as catering)
 - Management of the facilities with regard to planning, design, and construction
 - Management of the facilities with regard to operation and maintenance
 - Management of safety, security and transportation systems

D. CHIEF ACADEMIC OFFICER

CHIEF ACADEMIC OFFICER

In general, the Chief Academic Officer serves as the executive administrator of academic affairs and student ministries. He gives leadership and direction in the educational training program, including curriculum, Mission Exposure, Faculty, publications, and community education. He also coordinates the duties and activities of the various educational departments. The librarian

and registrar are accountable to the Academic Dean. He is directly responsible to the President and serves as a member of the Administrative Team.

Specific Duties:

- a. Duties in regard to the President
 - Is responsible to the President and other Administrative Team members in the recruitment and promotion of Faculty.
 - Draws the attention of the President to major academic opportunities and problems
 - Makes regular semester reports to the President
- b. Duties in regard to the faculty
 - Chairs faculty meetings
 - Gives professional aid to faculty concerning
 - Facilities, instructional aids, methods
 - Attitudes, discipline, goal attainment
 - Encourages in-service training
 - Assigns courses and plans workloads of faculty, including participation in Mission Exposure
 - Evaluates the performance of the faculty
 - Consults with the Librarian concerning development and administration of the library
 - Is an ex-officio member of all Academic Faculty Committees
- c. Duties in regard to Students
 - Recommends students to the Faculty for graduation
 - Plans and coordinates graduation activities
 - Assists students in gaining transfer credit at other institutions
 - Seeks to gain recognition for College courses at other institutions
 - Assumes responsibility for the College catalog
- d. Duties in regard to the curriculum

Supervises the development of the curriculum as to

- Its biblical and liberal arts content
- Its meeting the present and foreseeable needs of the churches
- Its balance regarding Bible content, skills, electives

E. DEAN OF STUDENT DEVELOPMENT

DEAN OF STUDENT DEVELOPMENT

In general, the Dean of Student Development is the College administrator charged with the oversight of the broad areas of student life, is chairperson of the Student Life Committee and is directly responsible to the President and serves as a member of the Administrative Team.

Specific Duties:

- a. Organizes and coordinates Student Personnel Services which includes orientation, admissions testing, student government and recreation
- b. Responsible for the administration of the any required longitudinal testing to students
- c. Keeps the President informed on the physical, spiritual and social aspects of life in the student residences as reported by the resident assistants
- d. Provides leadership training programs for student residence personnel, the Student Council and other student organizations through the
 - Selection, training and mentoring of Spiritual Monitors
 - Organization and leading January, June, and Thanksgiving Prayer retreats
 - Coordinating the annual Missions Month Program in June of every year
 - Coordination of the Certified Life Development Specialist (CLDS) program
 - Coordinates all morning and evening student prayer groups
 - Coordinates all student counselling services and assumes responsibility for counselling off-campus students and married couples living off campus
- e. Develops a continuing counselling ministry with the alumni
- f. Assumes responsibility for the Student handbook
- g. Represents and advises the Student Council
- h. Assumes responsibility for student discipline according to the policies and procedures prescribed by the Student Handbook
- i. Mentors student body
- j. Submits the budgetary items for Student Personnel Services to the Chief Financial officer and assumes responsibility for purchase orders for the budget category of the department
- k. Keeps the CFO informed of the condition of the student residences
- l. Assists the president and other Administrative Team members in recruiting faculty and staff in her area of responsibility
- m. Chooses, in collaboration with the CFO and the Academic Dean, the recipients of scholarships, bursaries and awards
- n. Attends Faculty meetings
- o. Facilitates communication between students and faculty

F.. DEAN OF WOMEN

DEAN OF WOMEN

In general, the Associate Dean of Women assists the Dean of Student Development in the broad area of student life. She is responsible for the physical, spiritual and social aspects of life in the women's residences. She is responsible to the Dean of Student Development and is a member of the Student Development Committee.

Specific Duties:

- a. Appoints women's Spiritual Monitors and works with them to maintain order and harmony

- b. Takes an active interest in and promotes the physical, spiritual and social well being of female students in the women's residences.

G.. DIRECTOR OF COMMUNICATIONS

DIRECTOR OF COMMUNICATIONS

The director of Communications is responsible for the overall planning and implementation of recruitment and communicating RCU's mission, vision, programs and needs to our churches, individuals, potential students, McAllen/Edinburg area, alumni and donors, in keeping with the mission and vision of RCU. The Director of Communications is also responsible for the development and implementation of an overall communications plan for both internal and external communications. The Director of Communications is to present an annual operational plan linked to the strategic plan for the following fiscal year by March 1.

The Director of Communications is a member of the RCU Administrative Team and is accountable to the president. The Director of Communications oversees the Admission's Counsellor, and the Director of Alumni.

- a. Duties in regards to communication
 - Develop and implement an overall philosophy and operational plan linked to the strategic plan for good communications which includes research, message development, on-going evaluation and improvement of communication processes.
 - Define the standards for good communications with our churches, individuals, potential students, McAllen/Edinburg, Alumni and donors
 - Oversee the development and upkeep of the website content and design
- b. Duties in regards to marketing
 - Develop and implement an overall philosophy and operational plan linked to the strategic plan for marketing RCU to those who are already familiar with RCU and to those who are unaware of RCU which fit our target audience
 - Oversee the coordination of the deputation schedules of the college ministry teams
 - Oversee the production of all public relations material including any kinds of media communications
 - Provide college information to the various RCU publications
 - Provide information to RCU from its publics
 - Collect data from surveys and personal contacts of RCU's publics
 - Coordinate data for purposes of strategic planning
- c. Duties in regards to recruitment
 - Develop and implement an overall philosophy and operational plan linked to the strategic plan of recruitment which includes moving towards increased enrollment in our first year class
 - Direct, mentor, monitor the activities of the Admissions Counsellor
 - Develop a procedure for collecting demographic and statistical data to assist in long-range recruitment planning
 - Oversee the informing of potential students of college programs

- Coordinate RCU staff involved with recruitment activities
- Provide recommendations to the Administration Team about the allocation of student bursaries to potential and new students
- d. Duties in regards to alumni
 - Develop and implement an overall philosophy and operational plan linked to the strategic plan for Alumni relations
 - Supervise and mentor the activities of the Alumni Coordinator
 - Develop a procedure for collecting demographic and statistical data to assist in long-range Alumni planning
 - Oversee the production of the “Regions Beyond” newsletter
 - Oversee the planning of any RCU sponsored alumni events
 - Oversee the planning of the alumni recognition activities (graduation weekend)
- e. Duties in regard to Campus Events Coordination
 - Assist in planning and coordinating annual public/college events such as Leadership Conference, Fundraising events, Concerts, etc.
- f. Other assignments given by the President

H.. DIRECTOR OF INSTITUTIONAL DEVELOPMENT

DIRECTOR OF INSTITUTIONAL DEVELOPMENT

The Director of Institutional Development is responsible to the president for income production to facilitate the Institution in achieving its mission, goals and objectives. The Director serves on the RCU Administrative Committee and is accountable to the President. The Director will also work with the Principal and the Community Relations Director of Sanctuary Christin Academy (SCA) in the coordination of all donor development operations.

The Director of Institutional Development implements the philosophy and long term strategy of development that includes operational giving, capital campaigns (including mortgage payment), planned giving, and endowment development.

- a. General Duties
 - Plans, implements, manages and monitors the development program by preparing annual budget and development plans, establishing development goals and reporting progress on a monthly basis.
 - Identifies and cultivates prospective donors for cash donations, pledges, estate and corporate planned giving
 - Keeps the Principal and President informed regarding public sentiment in each constituency
 - Directs, co-ordinates, and assigns development activity in coordination with the public relations of the institution and monitoring their effectiveness
 - Appeals to foundations
 - Promotes a program of planned giving through deferred gifts, interest-free loans, bequests, etc.

- Maintains a donor master file, a mailing list, and a research file on prospective donors
- Coordinates the distribution of letters of appeal and acknowledgement to donors
- Coordinates the College Fundraising Champions program
 - o Provides Sponsors Program support
 - o Letter writing
- Coordinates stewardship visits between constituent leaders, board chairpersons, treasurers, the College President, Community Relations, and Director of Development
- b. Fund-raising events planning
 - Plans all fund-raising events.
 - Develops new opportunities that promote each of the institutions and its purposes to the community.
- c. Major capital campaigns
 - Recommends appropriate campaign strategy that will generate the necessary monies, pledges, corporate sponsors and planned giving commitments to complete the capital project identified in the strategic plan
- d. Reporting
 - Provides a monthly summary of development activity to the President
 - Reports development activity to the Board at the request of the President or the principal

I. DIRECTOR OF MINISTERIAL FORMATION

DIRECTOR OF MINISTERIAL FORMATION

The Director of Pastoral Ministries is responsible to the president for creating and maintaining a network of local pastors who support the school with their prayers, financial commitments, and recommending the school to their young adult and adult members as a place for obtaining a godly higher education.

CONDITIONS OF EMPLOYMENT

All full-time and contract faculty must be able and willing to sign their agreement to abide by the Institution’s Doctrinal Statement. If a faculty member has reservations regarding specific items on the statement an explanation should be given on the form and then signed with the note “with the indicated reservation”. The President must then make a ruling on whether the “reservation” is serious enough to bar that person from serving at RCU.

STAFF CLASSIFICATION

The following are the staff classifications with which we are currently working.

Administrative Staff

The President, the Executive Assistant to the President, the Academic Dean of the College, the Director of Institutional Development, the Dean of Student Development, the Chief Financial Officer, the Director of Communications fall into this category. The President is responsible to the Cabinet. The other Administrative officers are responsible to the President.

Non-teaching Administrators

Teaching Administrators – This category includes individuals whose primary responsibility is administration but who also teach, generally less than half time.

Instructional Staff

Full-time teaching Faculty – This category includes individuals whose primary responsibility is classroom teaching, generally half time or more, but who may also be assigned to some administrative duties.

Adjunct Teaching Faculty – This category includes individuals who generally teach less than full time on special contracts, generally drawn up for specific courses within specified time periods. Additional committee or other responsibilities, if any, are specified in the contract. This category may also include part-time faculty living in other geographical areas but who teach their classes via SKYPE, or other call-in method.

Non – Teaching Faculty – This category includes individuals, either full-time or part-time, who are not considered to be administrators nor teach, but function as part of the RCU faculty team (e.g. Librarian, Dean of Men, Dean of Women).

Support Staff

These are the staff that do not teach or fill administrative roles. If not stated otherwise, these staff are responsible to the Chief Financial Officer.

A. PERSONNEL MANAGEMENT POLICY

1. Basic Requirements for Employment

- a. Both the specific employment conditions as well as the hiring process are outlined in this handbook.
- b. All faculty/staff need to be in agreement with required lifestyle and other contractual duties as outlined in the employment contract.
- c. All teaching faculty need to have a personal commitment to the mission of the college.
- d. In order to pursue our college mission consistently, we need a faculty with high academic qualifications as well as vision for and experience in practical ministry.
- e. Preference will be given to qualified constituent applications.

2. Contract of Employment

All staff will sign written employment contracts annually (See sample contract with Appendix A, B, and C at the end of this section). This contract specifies terms of probation, termination procedures, vacation allowances, salaries, length of contract year, Contract Dispute Arbitration Procedure' (Appendix B), etc. Also attached are the 'Affirmation of Lifestyle and Morality Standards' (Appendix C) and the 'Affirmation of Statement of Faith' (Appendix D) documents, which are both signed by staff.

3. Performance Review

a. Introduction

We at RCU are committed to a set of common biblical and professional goals, to the affirmation of one another as individuals, and to helping one another attain personally and corporately established goals. In the context of this commitment we seek to function as a community of equals with mutual accountability. The performance review policy is established to assist in this process. To be effective, this policy must be seen as a positive process.

Purpose of Performance Review:

1. To encourage professional growth, as well as to assist in meeting institutional objectives and specific individual job objectives.
2. To encourage personal and relational Christian growth. Mutual accountability is a basic biblical principle by which Christian growth and servant leadership is developed.
3. To identify professional development needs. Where weaknesses are identified, the professional development policy provides encouragement and assistance in undertaking remedial measures.

Where these positive purposes are not fulfilled successfully and there has not been a satisfactory response in ability, attitude or effort to identified performance weaknesses the performance review process could be followed by steps outlined in our Due Process Policy dealing with grievance procedures and termination of employment.

b. Performance Review of Administrators:

Each member of the Administrative Team is responsible to the President who will administer the performance review.

(The one exception is the review of the President's own performance. He is directly accountable to the Cabinet Chair who will administer the process of this review. This exception will be assumed henceforth in this policy document. Wherever it refers to the President's role in the process, it should read the Cabinet Chair when referring to the review of the President's performance.)

Each administrator's performance will be reviewed formally during the latter part of the first year's appointment to an administrative position and subsequently every third year. This formal review will be made to correspond with his/her regular three year review should this apply. More frequent evaluations may be undertaken at the discretion of the president or at the request of the administrator. The performance review input will come from four sources: Self, the president, colleagues, and a fourth significant other group comprised of all personnel whom the administrator officially relates to in the performance of duties.

For the review to be effective the administrator must take personal ownership of the process as well as the conclusions of the review. For this reason self-evaluation is the major component.

Although the Self-Evaluation is the most important aspect of the process, it is named last because it is the last step in the sequence of the actual review process.

The same basic performance Evaluation form will be used for each of the administrators. All groups will respond to those questions of Part A they feel qualified to answer.

Part B of the Performance Review form will focus more directly on how well the administrator performs the specific job requirements as per enclosed job description.

The various Performance Review components are as follows:

1. Evaluation by Colleagues:

Administrator evaluation forms will be completed by fellow administrators and handed in to the president who will tabulate the data and share it with the administrator.

2. Evaluation by other significant group

The various administrators have different significant groups whose input is needed.

Following is a list of such groups whose input is needed for the administrators listed.

- a. For the president: students, support staff, faculty, cabinet and representative members of the public at large.
- b. For the chief financial officer: support staff, faculty, students.
- c. For the Dean of student development: the resident assistants, students.
- d. For the director of institutional development: SCA Principal and Executive Assistant.
- e. For the director of communications: faculty, students, and members of the public at large.
- f. For the academic dean: registrar, librarian and faculty.

3. Evaluation by the president:

He will both share the accumulated performance review results and provide his own performance review.

4. Self evaluation

The steps to be followed by the administrator being evaluated are as follows:

- a. Complete a performance review survey form on self. This can be used subsequently to compare self-perceptions with the perceptions of others.
- b. Study the results of the evaluations done by others
- c. Meet with the president
- d. Write a personal job profile.

Based on the job description, performance review results, input from the president and personal vision and interests, write a profile that is specific

enough to be measurable. This will be discussed with the president and become the basis for subsequent performance reviews.

C.. SALARY SCHEDULE

Salary is currently being determined as the college is in the transition of moving from an all volunteer staff to salaried staff.

D. BENEFITS

1. Retirement

- a. Currently, there is no retirement age for employment at RCU. Workers may work past the age of 65 for as long as they have the strength and continue to feel the call of God to do so.
- b. Continued employment subsequent to the retirement age will be on the basis of mutually agreed upon, new, short-term contractual arrangements and will normally involve a reduced work load and salary.
- c. There are no Pension benefits at RCU at this time. We will eventually craft a pension scheme for each employee which will entail contributions for which shared 50/50 by the employer and the employee.

2. Housing

Limited housing for faculty is provided on campus.

3. Insurance: This is currently being developed.

- a. Health Care Benefits. Extended healthcare benefits, including dental and vision coverage, are made available to full-time and regular part-time employees through affiliated health care providers who work with our school to provide free or reduced price care for our students and workers.

4. Leave of Absence: There is no plan for leave of absence at this time. Employees may be granted leave with the permission of the President or Chief Financial Officer.

5. Tuition Grants: Full-time staff members are not charged for classes taken at RCU and SCA.

- a. Dependent children and spouses of full-time instructional and support staff receive a full tuition grant.
 - 1) It applies to full time, part time, evening class (credit and non-credit) as well as intersession tuition.
 - 2) It applies to any number of staff member's children up to the age of 21 or until marriage, whichever comes first, and ceases at the end of the semester in which the change of status occurs.
 - 3) Music lessons - staff, spouse and children are free.

6. Use of School Equipment

Staff members may use RCU Inc. equipment such as tools, lawn mower, etc. They are to be used carefully and only upon proper clearance from the person responsible for the equipment. The maintenance director is in charge. If we have no maintenance director, the Chief Financial Officer or designate is in charge. Since some of the equipment uses oil, and since repairs are expensive, users are asked to obtain all necessary information concerning

such matters. While using the equipment they shall be sure that it is taken care of. The user is to supply his or her own gasoline. Tools or equipment are to be promptly returned after use.

7. Parking

All full-time staff members have designated parking spots. They are to park in their designated spot only.

8. Cafeteria policy

All staff and their families are permitted to eat in the cafeteria at no cost.

9. Compassion Days

Compassion days are days with pay, granted to an employee to allow the employee to deal with extraordinary circumstances or situations for which some leave would be professionally and personally helpful, such as:

- a) Bereavement
- b) Personal or family crises

Since compassion days are at the discretion of the employer there will generally be no formula used in determining how many days will be allotted per situation.

All compassion days will be paid at regular pay.

Compassion days may be granted to any employee of Regional Christian University or Sanctuary Christian Academy.

The employee must make an official request for compassion days to the President (Senior Administrative Staff), Academic Dean (RCU Faculty), or Chief Financial Officer (Support Staff). The Academic Dean will consult with the Chief Financial Officer on the number of compassion days that will be granted for each situation. The Chief Financial Officer will consult with the Academic Dean where the support staff is involved.

If the number of days requested by a staff member or recommended by the senior administrative staff exceeds 5 days the request must be presented to the President for final determination.

All Compassion leave granted will be reported to the Administrative Team.

A report of all compassion days granted must be forwarded to the Chief Financial Officer to be included in the employee's file. The Chief Financial Officer will make sure that the President receives a copy of all reports.

The compassion days are not determined by length of employment and are not transferable or accumulated from one year to the next. There is no financial value on these days and thus at termination of employment no employee will be paid any amount regarding this policy.

E. SUPPORTING FACILITIES

1. Secretarial

Secretarial help is available to all staff members. Make requests with enough lead time for proper work flow.

2. Library Resources

The College library resources are available to staff.

3. Audio-visual equipment policy

a. Location of equipment

1) All audio-visual equipment is held under one of the following three categories and is labeled accordingly.

- a) College property
- b) High school property.
- c) College/high school property

2) College audio-visual equipment is stored in the Audio-Visual Room in the Library and must be checked out and in at the circulation desk, except where a piece of equipment has been designated to a particular permanent location in the school.

3) High School audio-visual equipment is stored in the High School facilities and must be checked out at the High School office, except where a piece of equipment has been designated to a particular location in the school.

4) College/High School audio-visual equipment items have been designated to be stored in either the College or High School facilities and must be checked out at the location where they are stored.

b. Use of Audio-Visual Equipment

1) Audio-visual equipment is to be on campus during regular class days. Exceptions may be made for special situations, e.g. public relations use, extension class instruction, etc.

2) Audio-visual equipment can be reserved in advance at the library or high school office where it is checked out.

3) The following equipment is not to leave the main complex: - Television. - Music/Arts Department sound equipment.

4) Staff are free to reserve and make use of all Audio-Visual equipment provided it is not needed for school-related activities. It is understood that should staff in one division need equipment held by the other they are free to sign out such equipment if it has not been reserved.

- 5) Students may sign out equipment if it is to be used for school related activities, either academic or social. Faculty authorization is needed for students signing out equipment from the division other than their own.
- 6) Audio-visual equipment is not available for use by the community at large or for personal use by the students. Exceptions may be made for special situations, in which case application should be made to the Chief Financial Officer, who will make a final decision in consultation with the respective departments to which such equipment especially pertains.
- 7) Audio-Visual equipment may not be pawned nor used as collateral to acquire personal loans.

4. Photo-Copier Policy

The copiers are available for use by all staff. Secretaries are available to show staff how to operate copiers. Materials covered by copyright are not to be duplicated without permission from the company or individual who holds the copyright. The school is responsible for any violation of copyright laws by staff. Therefore, all staff must comply with the Can Copy regulations posted by the photocopier.

5. Office Supplies

Faculty members may obtain office supplies at the general office at no cost for school related work.

6. Mail (incoming - outgoing)

Faculty are free to use the mail services offered by the school. Secretaries are responsible to place faculty incoming mail on faculty desks. Stamps may be purchased at the reception desk. Stamped mail should be placed on the President's Executive Assistant's desk for mailing.

7. Purchasing Procedures

All purchases made at RCU must have received approval from a department head. Purchase Order (PO) numbers must be obtained prior to purchase from one of the following:

- a. Chief Financial Officer - Plant/Office
- b. Director of Maintenance – Maintenance
- c. Custodian – Custodial
- d. Accounting Clerk - Bookstore
- e. College Executive Assistant - College Office

- f. Director of Food Services - Food Services
- g. Academic Dean – College
- h. Chairperson of Music/Arts Department - Music and Drama
- i. Director of Communications - Public Relations
- j. Librarian – Library
- k. Dean of Student Development - Student Life

All those purchasing approved items should make sure that the P.O. number appears on the invoice sent to the office for payment.

8. Maintenance and Repair Service

The maintenance department is under the general supervision of the Chief Financial Officer. For quick service, efficient use of time and good planning, staff are asked to submit maintenance requests on the provided requisition forms and put them into the maintenance man/s mailbox (pink copy). Please place a duplicate into the Chief Financial Officer's mailbox (white copy). This keeps the business office informed without requiring much time in passing on the information to the maintenance director. The maintenance director will plan and take care of small routine jobs. Major maintenance items will be cleared and planned with the Chief Financial Officer.

9. Use of College Vehicles

- a. The Director of Maintenance is in charge of keeping the school vehicles in running order. Drivers are responsible to report any need of repairs, e.g. flat tire, etc. to the Director of Maintenance man. Please be prompt in your reporting.
- b. Usage is cleared through the Director of Maintenance and should be booked on the Master Calendar in the general office. Mark the vehicle being booked and the name of the driver on the appropriate calendar day (indicate hours of use if possible).
- c. It is the driver's responsibility to ensure that the vehicle is ready to go (i.e. gassed up and the oil checked). Student drivers are fully responsible for all expenses if this is a local, personal trip.
- d. If this is a school-sponsored group trip, expenses will be handled entirely by the school. Emergency breakdowns on the trip need to be called in to the CFO for payment instructions.

- e. Drivers should pick up keys from the College receptionist shortly before departure (or 5:00 p.m.) and returned immediately after the trip (keys may be deposited in internal mail).
- f. Drivers are to return vehicles in reasonably clean condition.
- g. Priorities of use are:
 - 1) Deputation and field education
 - 2) School business
 - 3) Conventions
 - 4) Personal use
- h. The van is restricted to school sanctioned events. Drivers of the van must hold a valid driver's license and proper immigration papers.
- i. Logbooks kept in the vehicles must be completed for each trip.
- j. Parking of Vehicles Generally the vehicles are parked at the school (place allotted.) An exception may be made when coming home late or leaving early in the morning, in which case the vehicle may be parked at the operator's residence. Vehicles should be locked with one set of keys kept at the school.
- k. Personal use Mileage will be charged at the going rate. Dropping in on relatives and friends while on deputation is permissible where modest mileage is involved.

APPENDIX "A"

EMPLOYMENT CONTRACT

BETWEEN:

REGIONAL BIBLE SOLLEGE (the employer)

-AND-

_____ (The employee)

The employee shall be employed by the employer as:

(Position)

-at-

(Location)

-Effective-

(Effective date)

and shall have such duties and responsibilities as set out in the position description in the Regional Christian University Staff and Faculty Handbook and such further and other duties and responsibilities as determined by the Employer from time to time. The character and nature of the Employee's duties may be changed from time to time by Sanctuary Christian Academy without a termination of this Employment Contract. The employee shall acknowledge having read and understood the section on the duties and responsibilities for the position as set out in the Staff and Faculty Handbook and is in agreement with the same.

1. The Employee states that they have the required education, qualifications, experience and training to perform the duties and exercise the responsibilities required of the Employee. In carrying out these duties and responsibilities, the Employee shall comply with all

lawful instructions as may, from time to time, be given by superiors representing the Employer.

2. The Employee acknowledges that they do not have a criminal record, have not been charged with a criminal offence and authorize RCU to conduct the appropriate police background check relating to the same.
3. The employee acknowledges their denominational affiliation and place of fellowship and authorizes RCU to make enquiries of the employee's status with the leadership of the church.
4. The Employee acknowledges that a term and condition of their employment is that they adhere to the moral, religious, and lifestyle guidelines as set out in this contract and elsewhere in the Regional Christian University Faculty and Staff Handbook. The employee further acknowledges having received, read and understood a copy of the guidelines as set out in the faculty and Staff Handbook and acknowledges agreement with the same and a willingness to adopt them.
5. As payment for the services performed by the Employee under this Employment Contract, the Employer shall pay the Employee a salary at a published annual rate over the duration of the contract in equal instalments, by the last business day of the month.
6. The Employee shall be entitled to an annual paid vacation each year unless otherwise indicated in the Regional Christian University Faculty and Staff Handbook. The timing of such vacation shall be subject to the approval of the Employer. Vacation days must be taken during the year for which they are credited and no accumulation of days will be permitted unless approval is given by the Employee's immediate supervisor in advance.
7. The Employee will be entitled to such other benefits as are set out in the Regional Christian University Faculty and Staff Handbook.
8. The Employee shall be on probation for a period of 90 days for support staff, one academic year for teaching staff, and one calendar year for administrative staff. During this probationary period, the Employer or the Employee may terminate this Employment Contract by providing written notice - in the case of support staff, one week prior to the termination date - in the case of faculty, one month prior to termination of a given semester, in which case the termination date would be the last day of that semester, and in the case of administrative staff, one month prior to the termination date.
9. After the probationary period, either the Employer or the Employee may terminate this Employment Contract at any time, by giving written notice - in the case of support staff, of 30 days - in the case of faculty, by March 15 of a given school year, in which case the

termination date would be the last day of employment noted on the Employment Contract - in the case of administrative staff, three months prior to the termination date.

10. It is acknowledged and agreed that the Employer may, at its sole discretion, elect to pay the Employee compensation in lieu of any notice required by his Employment Contract.
11. This Employment Contract may be terminated by either the Employer or the Employee at any time without notice and without compensation for just cause. Without restricting the generality of the foregoing, the term "just cause" shall be deemed to include a material breach of any provision of this Employment Contract.
12. An Employee who disputes the Employer's determination that a termination of employment is for just cause shall submit the dispute to the Contract Dispute Arbitration Procedure (Appendix B), which forms part of the terms and conditions of the Employment Contract.
13. The Employee authorizes and directs Sanctuary Christian Academy to deduct and set off any monies owing to Sanctuary Christian Academy from the employee from any outstanding pay check owed to the employee at the time of termination of employment.
14. The Employee shall not disclose to any non-employee of Regional Christian University without the written consent of the President, any personal, financial or other information of the clients of the Employer or persons and/or corporations which the Employee has come into contact with by virtue of their employment with the Employer.
15. The Employee acknowledges that as a term and condition of employment with Sanctuary Christian Academy they will have interaction with young men and young women enrolled as students in the College. The Employee states that they have the education, qualifications, experience, and training to fulfil the terms and conditions of this Employment Contract and assumes any risk arising out of the position as it relates to the interaction with the students. The Employee agrees not to commence or maintain any action or proceeding against the Employer for injuries sustained as a result of fulfilling the terms and conditions of the Employment Contract, and specifically for injuries arising from incidents with students.
16. The Employee and Employer agree that any dispute between them, whether arising during the term of this Employment Contract or after, which relates to the validity, meaning, performance or effect of this Employment Contract or the rights, obligations or liabilities of the parties shall be exclusively and unconditionally resolved and terminated by, and in accordance with, the Contract Dispute Arbitration procedure (Appendix "B").

17. The award of the arbitrator under the Contract Dispute Arbitration Procedure shall be final and binding and is not subject to appeal.

Employee Signature

Date

APPENDIX “B”

to Regional Christian University EMPLOYMENT CONTRACT

DUE PROCESS/ARBITRATION PROCEDURE

The following procedural steps are not suggested as an alternative to discussion, dialogue and informal attempts aimed at seeking reconciliation of differences. It is hoped that such efforts will be pursued prayerfully by both parties. Where such attempts are successful, the Due Process/Arbitration Procedure terminates. However, where such attempts do fail, the following offers a framework for resolving disputes. In order to encourage harmonious employee-employer relations and in order to recognize the distinct nature of Regional Christian University and its mission, and in order to comply with the Biblical directions in I Corinthians 6 to avoid all suits, and in order to provide an alternative dispute resolution system, the following Contract Dispute Arbitration Procedure is created to equitably, quickly, and justly determine all disputes that relate to the validity, meaning, performance or effect of Employment Contracts between Regional Christian University and its employees, that incorporate by reference to this Contract Dispute Arbitration Procedure into the particular Employment Contract.

CATEGORY ONE: DUE PROCESS

Note: Administrators as here defined are members of the Administrative Team. The President, however, though a member of the committee, is treated separately.

1. Employer Grievances:

Regional Christian University has evaluation policies applying to all employees. The major purpose of these policies is to improve performance. Where the evaluation process brings to light serious deficiencies, which could lead to termination of employment, the following steps shall be taken for the following employee groups:

1.1 Non-Administrative Employees

The supervising Administrator is to provide the employee with a written summary of the deficiencies and allow a specified time for improvement. Where such improvement is not forthcoming, the Administrator shall provide the President with a written summary of the grievances as well as all the specific efforts that have been made to deal constructively with the deficiencies. Before an employee is discharged, the Administrator together with the President shall meet with the employee in order to discuss the allegations and to seek a satisfactory resolution. Where such attempts fail and where both the Administrator and President are in agreement, the recommendation that the employee's contract be terminated shall be forwarded to the Administrative Team.

1.2 Administrators

The President is to provide the Administrator with a written summary of the deficiencies and allow a specified time for improvement. Where such improvement is not forthcoming, the President shall provide the Cabinet Chairperson with a written summary of the grievances as well as all the specific efforts that have been made to deal constructively with the deficiencies. Before an employee is discharged, the President, together with the Cabinet Chairperson shall meet with the Administrator in order to discuss the allegations and to seek a satisfactory resolution. Where such attempts fail and where both the President and the Cabinet Chairperson are in agreement, the recommendation that the Administrator's contract be terminated shall be forwarded to the Cabinet, whose decision is final.

1.3 President

Due to the unique nature of the presidential position and the impossibility of performing presidential duties without the Cabinet's confidence and support, whenever the Cabinet has lost confidence in the leadership of the President, it may dismiss the President.

2. Employee grievances

2.1 Non – Administrative Employees

- 2.1.1 Employees having a grievance under the Employment Contract shall provide a brief written summary of the grievance and all relevant documents to the Administrator of their department within 30 days of the date of the occurrence, giving rise to the dispute.
- 2.1.2 The Administrator shall review the written grievance and respond to employees within 20 days after receipt of the written complaint.
- 2.1.3 Employees, if dissatisfied with the written response may within 30 days of receipt of the Administrator's letter appeal in writing to the President who, in consultation with the Administrative Team shall respond to employees within 20 days after receipt of the complaint.
- 2.1.4 If employees object to the decision of the President they may appeal to the Cabinet Chairperson who, in consultation with the Cabinet Executive shall respond to the employee within 20 days after receipt of the written complaint.

2.2 Administrators

2.2.1 Administrators having a grievance under the Employment Contract shall provide a brief written summary of the grievance and all relevant documents to the RCU Cabinet Chairperson within 30 days of the date of the occurrence giving rise to the dispute.

2.2.2 The Cabinet Chairperson in consultation with the Cabinet Executive shall review the written grievance and respond to Administrators within 20 days after receipt of the written complaint.

2.3 President

The President, having a grievance under the Employment Contract, may submit the grievance to arbitration within 20 days after the Cabinet Chairperson's letter of dismissal.

CATEGORY TWO: ARBITRATION

1. If the employee objects to the outcome of the steps in CATEGORY ONE, the matter may be submitted by either party to arbitration, under this Contract Dispute Arbitration Procedure, within 20 days after the President's written response is received by the employee. Only disputes that relate to the termination of an employee's employment may be submitted to arbitration.
2. The arbitrator shall be chosen from a list of arbitrators that have agreed to arbitrate disputes under this Contract Dispute Arbitration Procedure. The list of arbitrators shall not contain more than five names of arbitrators, and the arbitrators shall rotate in sequence as they appear on the list for appointment to any arbitration hearing under this procedure.
3. The arbitration hearing shall take place in the County in which the employee performed their duties under the Employment Contract, or at any such other location that is determined by the arbitrator to be just and convenient.
4. The arbitrator shall set a hearing date that is just and convenient to both the employee and Regional Christian University and will do so as quickly as possible.
5. The date for the arbitration hearing, the determination of appropriate procedure at the arbitration hearing, and the rules governing the conduct of the arbitration hearing are within the exclusive authority of the arbitrator.
6. The arbitrator shall hear evidence and receive representations from all parties who seek to adduce evidence and make representations at the arbitration hearing.
7. After the arbitrator hears all of the evidence and representations of the employee and Regional Christian University the arbitrator shall make a decision and provide a written copy of the decision and reasons for the decision to both the employee and Regional Christian University within 30 days of the final hearing date of the arbitration hearing.

8. The arbitrator shall not be authorized or permitted to make any decision that is inconsistent with the terms or conditions of the Employment Contract, may not alter, modify, or amend any part of the Employment Contract. The arbitrator shall not be authorized to make any decision that would require Regional Christian University to re-employ the employee, but the arbitrator may provide for pay in lieu of reasonable notice if an employee has been dismissed without just cause. An arbitrator may recommend that Regional Christian University consider reinstatement of the employee; however, this recommendation is not binding and may be accepted at the sole discretion of Regional Christian University.
9. An arbitrator shall not charge more than \$500.00 per hearing, plus expenses and disbursements. The arbitration shall be paid 50% by the employee and 50% by Regional Christian University except if the arbitrator decides that the employee was not dismissed for just cause, then Regional Christian University shall pay 100% of the arbitrator's costs.
10. The provisions of the United States Arbitrations Act shall apply to an arbitration hearing, unless inconsistent with the terms of this Contract Dispute Arbitration Procedure. The schedule forming a part of the Arbitrations Act shall be applicable to an arbitration hearing as long as it does not conflict with the provisions of this Contract Dispute Arbitration Procedure.
11. The arbitrator shall conduct the arbitration hearing in a spirit of the preamble of this Contract Dispute Arbitration Procedure.

EMPLOYEE'S AFFIRMATION

I have read and understand the Due Process/arbitration procedure of Regional Christian University.

Employee's first name – Employee's last name

Date

APPENDIX “C”

To Regional Christian University **EMPLOYMENT CONTRACT**

AFFIRMATION OF LIFESTYLE AND MORALITY STANDARDS

NOTE: Employee refers to a person hired and who has signed the full Employment Contract of which this appendix forms a part. All applicants will be expected to sign this again if hired by Regional Christian University.

Regional Christian University is commissioned by Area Evangelism Ministries International, Inc. to provide biblical Christian higher education from a full-gospel, holiness, evangelical perspective. RCU commits itself to be guided by the mission statement and Doctrinal Statement of the organization it serves. Just as RCU affirms the Association of Biblical Higher Education and Area Evangelism Ministries International, Inc. doctrinal statements, so all staff sign an affirmation of the RCU Doctrinal Statement.

The Doctrinal Statement articulates a set of beliefs that guide the social and moral life of its congregations and employees, and calls for ethical behavior, as understood by each within the context of their faith tradition. This requires that in its programs and relationships RCU will operate in accordance with the teachings of the Bible, as interpreted and understood by the organization served.

Persons employed by RCU will profess a personal faith in Christ as Savior and Lord; be an active member in a local church; and support the purpose and objectives of RCU.

RCU has a strong commitment of accountability to the organization it serves. Its employees are seen as serving the organization within the context of the RCU mandates, and as assisting the respective organization churches in fulfilling their biblical mission. Participation in sectarian and cult practices are therefore regarded as incompatible with the Christian faith. Employees of RCU are expected to identify with the mission and theology of the Christian organization served, and abide by the ethical standards established by RCU.

Persons employed at RCU strive to speak the truth in love and present themselves with integrity in regard to abilities, views, faith and discipleship. They bring to the work setting an attitude and conduct of mutual support, respect, and in case of conflict, reconciliation. They protect the privacy of students and donors, hold in confidence all information acquired from them; and disclose information only according to policy as required in the normal process of the work of the college or high school.

They will not allow outside or personal interest to jeopardize or interfere with their professional judgment, independence or competence in performing their duties; be diligent in the performance of the services and functions undertaken at RCU and endeavor to exemplify and promote excellence in all professional activities.

Persons employed at RCU consider life to be sacred and the family to be fundamental. Accordingly, persons employed at RCU deem the following behavior as contrary to the evangelical understanding of the Christian faith: extra marital relationships, pre-marital sexual relationships, reading or viewing of pornographic material, homosexual relationships and activity, sexual assault or harassment, or any activity that erodes RCU articulation of the Christian faith.

Persons employed at RCU recognize their role as examples to the students and the constituency. They recognize that constituent views, practices and understanding of Scripture vary regarding social practice as to food, drink, attire, and social activity. However, as a campus community, they will refrain from the use of tobacco or illicit drugs, and though abstinence is preferred, will refrain from unhealthy consumption of alcoholic beverages. They will further refrain from the unhealthy consumption of food and be discerning in their choice of entertainment. In deference to the many different denominations that will be represented on our campus, they will also seek to observe modesty in attire, as outlined in the dress code of our school.

Violation of the Lifestyle Affirmation Statement will be regarded as incompatible with the goals and objectives of RCU and considered as just cause for dismissal. The interpretation of the Administration and Board of Directors will be regarded as the official RCU position.

EMPLOYEE'S AFFIRMATION

I consent to abide by the Lifestyle Affirmation Statement as a condition of employment with Regional Christian University.

Signed _____ Dated _____

APPENDIX "D"

To Regional Christian University **EMPLOYMENT CONTRACT**

DOCTRINAL STATEMENT

1. *We believe* the Scriptures of the Old and New Testaments to be the inspired, infallible, and inerrant Word of God.
2. *We believe* that God is one Essence in Three Persons, Father, Son and Holy Spirit, eternal and self-existent, omniscient, omnipotent, without beginning and without end.
3. *We believe* that Jesus Christ is true God and true man, conceived of the Holy Ghost and born of the virgin, Mary.
4. *We believe* that Jesus died and shed His blood as full payment for our sins, rose from the dead, ascended into heaven, and is seated at the right hand of the majesty on High.
5. *We believe* in water baptism for born-again believers.
6. *We believe* that the true Church is composed of persons who have exercised their faith in Jesus Christ and have been regenerated by the Holy Ghost.
7. *We believe* in the second coming of the Lord Jesus Christ.
8. *We believe* in the baptism of the Holy Ghost and the availability of spiritual giftings.
9. *We believe* that the gifts of the Holy Spirit are given to every believer in order to empower him/her to work the works of Christ.
10. *We believe* in divine healing as part of the Atonement.
11. *We believe* in the power of God to grant us full deliverance from evil spirits.
12. *We believe* in the present-day manifestation of the five-fold ministry, given by Jesus Christ to perfect His Church.

EMPLOYEE'S AFFIRMATION

I consent to abide by the Doctrinal Statement as a condition of employment with Regional Christian University.

Signed _____ Dated _____

JOB DESCRIPTIONS CONTINUED

FACULTY

Statement of Academic Freedom

Freedom found in Christ behooves us to cultivate and support an environment that promotes true learning and scholarship since our goal is to show the light of Truth. At Regional Christian University, we believe that all truth is God's truth. Furthermore, God has made it possible for us to discover and understand truth. We affirm our commitment to freedom of inquiry and expression in academic endeavors.

Regional Christian University wishes to maintain an academic community in which faculty are free to engage in rigorous scholarly inquiry while maintaining a belief in God as the creator of all things, in Jesus Christ as Savior and Lord, in the Holy Spirit as teacher and guide, in Scripture as God's authoritative and infallible revelation, and in the Christian community as an expression and vehicle of God's redemptive work in this world.

The College follows these principles in its practice of academic freedom:

1. Faculty are entitled to the rights and privileges of academic freedom in the performance of their duties. Faculty are entitled to freedom in the classroom in discussing their subject. Faculty should be careful not to introduce into their teaching controversial matter that has no relation to the subject.
2. Faculty must remember that the public will form opinions of their profession and their institution by they say.
3. Complaints against faculty may be generated.
4. Faculty will be protected from any demand retract or modify their research, publication, or teaching merely because a complaint has been received.
5. Consideration shall only be given to complaints alleging faculty violations of professional standards or of advocating opinions incompatible the college's identity as a Christian school.
6. Violations of the academic freedom policy should be referred to the dean of the school in which the faculty member teaches. The dean may recommend a sanction appropriate for the case at hand including counseling, disciplinary action, or termination of employment.
7. In the event that a faculty member believes his or her academic freedom has been unduly restricted, he or she may pursue resolution of this issue through the existing faculty grievance procedure as articulated in the Faculty Handbook.

PROFESSIONAL RESPONSIBILITIES

SPIRITUAL AND SOCIAL RESPONSIBILITIES

The College exists for the benefit of the students. Therefore faculty must focus their energies in such a way as to maximize the possibility of achieving the mission of the College.

LEADERSHIP

It is important that faculty model a servant leadership style consistent with the ethic of Christ.

COUNSELLING

All faculty are encouraged to be available for counselling students as opportunities arise, either inside or outside of class. Special problems or concerns may be shared with the Dean of Student Development or with the Academic Dean at the discretion of the faculty member.

CHURCH ATTENDANCE

Faculty members and students are encouraged to become involved in church work, both locally and on the international level.

PARTICIPATION IN SPECIAL EVENTS

Faculty are expected to join the students in attendance at all regular chapel services. Part-time faculty are expected to participate in the chapel services occasionally. Faculty should participate in the conferences and special occasions sponsored by the College, including:

1. Missions Exposure
2. Faculty prayer meetings
3. Faculty Retreats
4. Student/Faculty Retreats
5. Leadership Conference
6. Prayer Days
7. RCU sponsored youth events

Faculty are expected to:

1. Function as a model for students in classroom conduct, interpersonal relationship, and extra-curricular activities.
2. Be available to students as a friend and counsellor.
3. Pursue growth and development as an instructor. Work on course improvement, look for better teaching methods, read widely for personal development, keep abreast of scholarship in their field of instruction, and associate with others in the profession.
4. Contribute to the growth of the college by sharing ideas, participating in decision making, and by working for improvements.
5. Maintain a servant attitude toward fellow faculty and staff and respect them as fellow members of the body of Christ.
6. Promote the College in the constituency and encourage potential students to enroll at Regional Christian University.
7. Post and maintain regular office hours. It is expected that faculty will spend a minimum of 80% of the week on campus from August 15 to May 15.

INSTRUCTIONAL RESPONSIBILITIES

1. Maintain an excellent program of instruction in each course assigned.
2. Function as the facilitator of the learning process. Whatever classroom methods are used, the instructor is responsible to facilitate good education.
3. Be well prepared for classes.
4. Be responsible for classroom discipline.
5. Treat students fairly and impartially.
6. Constantly challenge students to think, to explore, to discover new truths and to study the Scriptures on their own.
7. Give students the freedom to form their own convictions under the guidance of the Holy Spirit.
8. Communicate at the level of the students' comprehension, while seeking to improve and expand the students' concepts, thinking powers and communicative abilities.
9. Maintain an interest in each student and seek to meet individual needs.
10. Prepare assignments that are appropriate, educational, and suitable for the objectives of the course.
11. Prepare tests and exams that will realistically test the students on the basis of objectives of the course.
12. Aim to have tests and papers graded and returned promptly.
13. Start classes with prayer.

ACADEMIC LOAD

The normal teaching load for faculty is 24 hours of course work per teaching year.

EXTRA-CURRICULAR RESPONSIBILITIES

In addition to the teaching assignment, the work load for full-time faculty members includes a number of extra-curricular activities. These activities include the following:

1. Class Sponsor

Each class has a faculty advisor or sponsor. It is the sponsor's task to be present at class meetings, to be the class-faculty liaison, and to give appropriate guidance when

necessary. As much as possible, the sponsor is to be in the background with the initiative and planning being done by the students. Faculty sponsors are to accompany the class on class socials and outings.

2. Committee Advisor

Student Committees are the administrative arm of student government. They are responsible to initiate and administer student concerns delegated to them. The Student Association Constitution outlines the job parameters of each committee. In addition to student membership on the committees, faculty appoints a liaison or faculty advisor to each committee.

Responsibilities of Advisors:

- a. To serve as faculty connection in the committee. That is, any communication from faculty to any committee goes through the faculty advisor.
- b. Committee communication link to faculty. Any concerns, requests or communication from the committee to faculty is brought to the faculty by the advisor.
- c. Guide the committee to function within the constitutional guidelines as well as assure the committee functions within the parameters of what is acceptable to the college.
- d. Is an ex-officio, non-voting member of the committee. As such the faculty member will advise, suggest but generally be in the background. It is a Student Committee. Initiative and carrying out decisions is the students' responsibility.
- e. It is the responsibility of the Faculty Advisor to call the first meeting of the committee. The Advisor chairs the meeting until it is organized.
- f. The Advisor is responsible to assure that regular meetings are being held by the committee and if necessary to nudge the committee to do its task.
- g. Regularly attend committee meetings.

3. Deputation, Tour and Seminar Teaching Responsibilities

Faculty are expected to be available for assignments in connection with deputation, touring and teaching of seminars. (See Honorarium Policy below)

4. RCU Honorarium Policy

- a. Faculty are encouraged, within reasonable time and workload constraints, to accept ministry assignments in the constituent churches, community and non-constituent churches.
- b. Ministry assignments may be arranged in one of two ways: assigned by the College or personally arranged.

c. Faculty members may be asked by the College to go on assignments once per month. For such assignments faculty have their expenses paid by the College and any honoraria go to the College.

d. Faculty members may personally arrange ministry assignments as long as they do not interfere with their faculty duties. They may keep the honoraria in these cases but are responsible for their own expenses.

e. A faculty member may request to have a personally arranged assignment reclassified as a College assignment. Such a request must be approved by the faculty member's supervising administrator. When approved, the College will pay expenses and receive the honorarium.

f. Ministry assignments during the non-teaching periods of the year are to be negotiated with the supervising administrator. If these assignments are taken during vacation time, faculty pay their own expenses and receive the honoraria.

g. The job descriptions of some full-time administrators (e.g. President, Director of Communications) include ministry assignments. In these cases the College will pay the expenses and receive the honoraria. These staff may take compensatory time off during the week for weekend assignments.

h. Since faculty work cannot be neatly put into an 8:00 a.m. to 4:00 p.m. package, some time leeway will be given with reference to preparation as well as travel, as long as it does not interfere with their College duties.

FACULTY PROFESSIONAL DEVELOPMENT POLICY

RCU considers it important that its faculty remain abreast of developments and seek to expand their expertise in their respective areas of responsibility, both teaching and non-teaching.

Accordingly the school makes time and money available to its faculty to pursue professional development activities.

ADMISSIONS

REGISTRAR

In general, the Registrar assumes responsibility for handling applications and registration of all students taking courses or seminars for which tuition is charged (regular day, evening, online, or Adult Education Program), and is directly responsible to the Academic Dean.

Specific Duties:

a. Duties In Regard To Faculty

- 1) Prepares comprehensive semester and annual reports of registrations for the Academic Dean.
- 2) Works in close cooperation with the Academic Dean.
- 3) Issues class lists for instructors.

b. Duties In Regard to Faculty and Students

- 1) Prepares class timetables.
- 2) Assigns classrooms.
- 3) Prepares a complete student list.
- 4) Prepares examination timetables and posts them at the time of registration.
- 5) In consultation with the Academic Dean assigns students to Faculty for purposes of academic counselling and Field Education, Practicum and Internship advising.
- 6) In consultation with the Academic Dean supervises academic probation, assigning students to faculty advisors for the probationary period.

c. Duties In Regard To Students.

- 1) Processes applications of new and returning students.
- 2) Registers students.
- 3) Evaluates credits of transfer students.
- 4) Checks private music lessons of students with registration records.
- 5) Regulates and clears course changes.

- 6) Supervises the Field Education, Practicum and Internship programs, as well as APECS program (Approved Practical External Collaboration Sites).
- 7) Assumes responsibility for issuing final marks, report cards and transcripts.
- 8) Checks graduation requirements.
- 9) Orders diplomas and caps and gowns.

d. Duties In Regard To Records

- 1) Maintains current scholastic and achievement records.
- 2) Maintains permanent records of all students, present and former.

ADMISSIONS COUNSELLOR

The Admissions Counsellor will implement the recruitment strategy of the college and be responsible to the Director of Communications. As the first point of contact with many of the students the Admissions Counsellor must be able to actively engage students, parents and pastors in considering Regional Christian University for their ministry training and spiritual formation.

TYPICAL DUTIES AND RESPONSIBILITIES:

The following are examples of typical duties. Other duties may be assigned.

- Implement recruitment strategies as outlined in the admissions plan, including high school visits, attending college fairs, and other events.
- Initiate, plan, and execute special projects in conjunction with the goals and objectives of the recruitment plan.
- Work with students, parents and/or alumni organizations that assist with the recruitment of students.
- Advise students and families of admission requirements, transfer guidelines, financial aid and scholarship information, and residence life, etc.
- Provide follow-up to students and parents via phone, letters, email, and scheduled appointments in specific recruitment territory.
- Complete routine reports related to recruitment, projections, personal schedule, travel, special programs, and professional development.
- Assist the Director of Communications in the design and development of promotional material.

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Committed to the mission of RCU to equip students for ministry.
- Demonstrated ability to efficiently and effectively solve problems and initiate and implement projects independently.
- Skill in effective communication and public presentations.
- Experience with and sensitivity to diverse populations.
- Ability to travel and work a varied schedule with flexible hours.
- Knowledge of Microsoft environments, including Word, Access, Excel, Outlook.
- Ability to represent the college in a professional manner.
- Maintain a positive attitude that will promote a healthy cultural climate.
- Have experience in customer relations
- Have leadership experience in a ministry setting

LIBRARY

LIBRARIAN

In general, the Librarian assumes responsibility for the overall operation of the library and is directly responsible to the Academic Dean of the College.

Specific duties:

a. Duties In Regard To Faculty and Staff

- 1) Is a member of the Faculty and receives the benefits of this status and shares its responsibilities.
- 2) Makes recommendations to the Chief Financial Officer in the hiring of clerical help and to the Student Deans in the appointing of student assistants.
- 3) Provides for the proper training and supervision of library staff, including student assistants.
- 4) Submits reports as may be requested to the Academic Dean.
- 5) Makes regular reports to faculty of new library acquisitions and other pertinent information.
- 6) Encourages faculty assistance in selecting acquisitions which they and their students are likely to use in their academic pursuits.

b. Duties In Regard To Users

- 1) Provides an adequate program of orientation to and assistance in the use of the library.
- 2) Takes charge of discount book sales for students.
- 3) Maintains and extends access to other libraries for faculty and students.
- 4) Provides circulation services to students, faculty, college constituency and local community.

c. Duties In Regard To Library Operations

- 1) Provides a growing balance of acquisitions for all aspects of the instructional programs of the College.
- 2) Provides for the proper cataloguing and storage of library resources.
- 3) Develops and promotes the use of current technology in the operation of the library resources.

- 4) Prepares and allocates the library budget and carries out the financial procedures regarding the library.
- 5) Recommends and implements library policies and procedures in consultation with the Library Committee.

FOOD SERVICES

DIRECTOR OF FOOD SERVICES

In general the Director of Food Services is responsible for all aspects of the Food Services Department, including meal preparation, health and sanitation of equipment, facilities, and staff. The Director of Food Services is directly responsible to the Chief Financial Officer.

Specific Duties

a. Personnel

- 1) Manage the staff and work schedule allocated to this department.
- 2) This includes student employment allocated to Food Services.

b. Administrative

- 1) Manage the meal planning, ordering, and inventory.
- 2) Process Purchase Order requests for all supply and service needs.
- 3) Record keeping to meet the various internal and external requirements.

c. Special Events & Other Functions

- 1) Assist with and manage the requirements for weekend or other functions such as youth retreats, graduations, concerts, etc.
- 2) Other duties as required by the Chief Financial Officer.

MAINTENANCE DEPARTMENT

CUSTODIAN

In general, the Custodian is responsible for the custodial program of all campus facilities and furnishings including the residences. The Custodian is directly responsible to the Director of Maintenance.

Specific Duties

a. Building Maintenance

- 1) Maintains the cleanliness and orderliness of all areas of the facilities
- 2) Maintains the filters of all furnaces and air conditioning units
- 3) Maintains the batteries and synchronization of all clocks
- 4) Ensures the functionality of all smoke detectors and fire alarms
- 5) Ensures the functionality of all bells

b. Purchases and maintains custodial supplies and equipment

- 1) Ensures compliance with building health and safety regulations
- 2) Maintains the daily lock-up schedule and general facility security program
- 3) Maintains the light bulbs in all buildings
- 4) Maintains the sidewalks around the main campus

c. Supplementary Duties

- 1) Supervision of the student employment program and reporting of problems to the Student Dean
- 2) Attendance at monthly support staff meetings
- 3) Posting yard signs with inspirational messages as appropriate