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Matthew 9:35-38 KJV

(35) And Jesus went about all the cities and villages, teaching in their synagogues, and preaching the gospel of the kingdom, and healing every sickness and every disease among the people.

(36) But when he saw the multitudes, he was moved with compassion on them, because they fainted, and were scattered abroad, as sheep having no shepherd.

(37) *Then saith he unto his disciples, The harvest truly is plenteous, but the labourers are few;*

(38) Pray ye therefore the Lord of the harvest, that he will send forth labourers into his harvest.

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Dear Student,

Welcome to Conviction Discipleship Center! We are thankful God has brought you here. While you are here, you are going to find yourself challenged in many areas of your life, especially as you begin to read God's Word. You will discover many wonderful and exciting principles that will help you be successful as a missionary for Jesus Christ.

We are here to provide you with an atmosphere of love and support as you begin this new phase of your life. CDC is a place where you will be able to learn about God and get to know Him on an intimate level. We are committed to serving you, teaching you and helping you find strength and love in your relationship with Jesus Christ.

May God train you and equip you to be the effective man of God on the mission field that you were called to be. Our love and prayers are with you!!

Together We Serve, CDC Staff

PROGRAM

CDC is a 10-month, on-site degree program designed for men between the ages of 18 and 60 who are unmarried and do not have dependent children under the age of 17. The program is designed to provide students with a challenging and comprehensive biblical education that deepens their understanding of Scripture and strengthens their walk with Christ.

Upon successful completion of the curriculum, students will receive an Associate Degree in Biblical Studies from Agape Bible College.

We do not accept individuals who are registered as sex offenders.

Certain prescribed medications may be permitted and will be reviewed on a case-by-case basis. All applicants are also required to pass a drug screening, which includes testing for tobacco and alcohol use.

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GENERAL RULES

1. No smoking
2. Possession or use of drugs, vape pens, alcohol, cigarettes, or any tobacco products is grounds for **immediate dismissal**.
3. No form of verbal or physical violence will be tolerated. Any violation of this policy will result in immediate dismissal.
4. Profanity, slang, derogatory names, racial slurs, off-color expressions, bodily gestures or intimidation are not allowed.
5. Proper respect is to be given to all CDC staff, volunteers, and visitors.
6. Students will need to have prior permission to be out after 10 PM.
7. Leaving the building after "lights out" is not permitted.
8. Weapons such as guns, knives, clubs, etc. are not allowed at any time.
9. Students are required to be on time for all activities, meals, chapels, classes, recreation, or any other event.
10. No talking in class unless you are speaking to a teacher.
11. Students ARE NOT ALLOWED to communicate with female inappropriately.
12. No communication or relationships are allowed with any men or women that are in a rehab program. This includes Steelbridge and Expect a Miracle Ministries.
13. All pastors will be addressed as pastors.
14. We enforce a "yes sir/ma'am, no sir/ma'am policy.
15. Students are not allowed alone with persons of the opposite sex on the premises.
16. Participation in all scheduled activities is required, including but not limited to classes, work assignments, Sunday attendance at Legacy Church, and serving on a Legacy Church team on Wednesdays.
17. Any inappropriate books or magazines are not allowed.
18. Matches and cigarette lighters are not permitted.

19. Students will not keep any tools in their position over night. All tools must be turned in at the end of the day.
20. There is no landlord or tenant's duration period, which means that you may permanently leave at any time or CDC can ask you to permanently leave at any time.
21. Students are not allowed to give biblical advice to other students. If you have a biblical question, address it with ether a staff member or one of your instructors.
22. Students may not have a vehicle on campus unless they have prior permission.

DISCIPLINE

The purpose of discipline is to help students correct a condition or attitude that they have difficulty in correcting themselves. As a part of our motto states we are "Developing Disciples", our goal is for them to develop so that they can discipline themselves outside of our leadership. All decisions made regarding discipline are final. The program director will evaluate disciplinary write-ups, and discipline will be determined by severity and frequency of the offense(s).

Some forms of discipline that may be used at CDC are:

1. Write-up Written**:** After 3, the student's future here at CDC will be evaluated. Removal from the program is a possibility.
2. Removal from CDC.

A student who chooses NOT to accept the disciplinary action taken against him will be discharged from CDC.

DORMITORY LIFE

These are the rules regarding dorms in CDC:

1. Rooms are to be kept neat and clean at all times. There will be regular inspections.
2. Leaving the bedroom except to go to the bathroom after "lights-out" is not permitted.
3. Entering the rooms of other students is not permitted without authorization.
4. Students are not allowed to tamper with things that do not belong to them.
5. Buying, selling, and trading amongst other students is not allowed.
6. Students are not allowed to alter the layout of their dorm without permission.

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FOOD POLICIES

1. Stealing any food out of the kitchen is not permitted.
2. No food is allowed in the dormitories except individually wrapped items.
3. Students can have candy bars, potato chips, wrapped cookies, peanuts, fruit, crackers, etc. in their lock boxes or placed neatly under their beds in tightly sealed plastic containers.
4. Students are required to attend all meals unless they have prior approval by staff.
5. Students are required to arrive on time, anyone who arrives late may be subject to discipline, unless there is prior approval by staff.

DRESS CODE

The standard for dress is modesty, cleanliness, and neatness. Here are the general rules regarding attire:

1. When attending church: Students must wear a nice shirt. Torn clothing cannot be worn.
2. Pants must be fastened at the waist. Sagging is not allowed.
3. No racial wear.
4. Students must always wear footwear while outside of their dorms.
5. Only modest shorts are to be worn, and only at times approved by staff.
6. No facial jewelry is allowed.
7. No sleeveless, cut off, see through, wife beaters, or fishnet shirts will be allowed.
8. Underclothing must be worn under your clothes.
9. Bring ONLY 2 weeks' worth of clothing, please include winter clothing.

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PERSONAL HYGIENE

1. Clothes must be clean, neat, and mended (no holes/wrinkles). Shoes are not to have holes in them and must be neat for church on Sundays.
2. Hair must be a natural color.
3. Showers are to be taken daily.
4. Fingernails are to be kept clean, cut**,** and neat.
5. Deodorant must be used daily.
6. Students must comb their hair, brush their teeth, and wash their face before breakfast begins.
7. No sleeping in your work clothes.

STUDENT FINANCES

1. All money the student has will be his responsibility, including money he brought with him upon arrival at CDC, and money received from family, friends, and or visitors while at CDC.
2. **CDC is NOT responsible for any money that is stolen or misplaced.**
3. Students are not permitted to accept any donations of goods, money, etc. without the permission of staff.
    - Any money sent to a student by check or money order must be made out to them personally and not to CDC. If possible, it is best to opt for the use of money orders rather than checks.

MENTORSHIP PROGRAM

After three months you will be given a personal mentor. Students are not allowed to ask for money or any other provisions from mentors.

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PHONE USE

During school hours the use of phones is permitted ONLY during free time unless the student gets permission from staff. The use of any phone from the time of "Lights Out" until 6:00 AM is not permitted. Students need to remember that phone privileges can be revoked at any time following an offense or write-up.

Using cell phones to look up inappropriate content, or to communicate with people inappropriately is NOT permitted.

An appropriate cell phone ring tone must be used. No ring tone with profane or inappropriate language may be used.

You are not allowed to ask for teachers' phone numbers or personal information, nor are you allowed to contact them, unless they request you to do so.

Do not share or exchange another person's phone number or personal information unless you have their approval.

Students may use the school's landline telephone for up to 10 minutes, twice per day. The only exception to this limit is for calls with a medical practitioner.

GENERAL ELECTRONICS USE

Videos- Students may only watch movies/videos approved by staff at scheduled times.

Devices- Listening devices cannot be used during instructional time, during church nor while doing chores. Singing, playing, or listening to worldly, profane, or inappropriate music is not permitted while attending Conviction Discipleship Centers school. Only one earphone may be used while inside the building and during delivery days.

Computers & Internet Access:

1. Computer access will be available during school hours.
2. Computers or internet access may be granted with permission by a staff member in charge.
3. At no time is the student allowed to go to any inappropriate website.
4. Computer access is limited to classroom use and school assignments.

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FIRE ALARMS AND PROCEDURES

Fire Drills:

Fire drills may be held unannounced. In a fire drill these procedures are to be followed.

1. Close all doors/windows and turn off all lights on the way out.
2. Walk, do not run, to the nearest exit. (Everyone MUST exit)
3. Gather outside, away from the building and check for your room mates.
4. Remain outside until you are instructed to return to the building.

In Case of an Actual Fire:

1. Inform the staff on duty.
2. Staff will call emergency services.
3. Close all doors/windows and turn off all lights on the way out.
4. Walk, do not run, to the nearest exit. (Everyone MUST exit)
5. Gather outside, away from the building and check for your room mates.
6. Remain outside until you are instructed to return to the building.

Fire Safety:

No candles, matches, or lighters are to be used in the dorms. Report any unsafe electrical connections or appliances to a staff member immediately.

MAIL

NO STUDENT MAIL will be allowed to come through the college mailbox.

- Each student is required to use the PO Box address to receive mail.

  PO Box 12971

  Albuquerque, NM 87195
- Students will need to supply their own stationery, envelopes, and stamps.
- Please submit your address change as soon as you leave. Mail received more than 30 days after you have moved will be returned to sender.

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MEDICATION

When students arrive at CDC, all medications must be checked to be sure they can be taken within CDC guidelines. Abuse of any medication is grounds for dismissal from the program.

- ***We DO NOT ACCEPT*** students on any psychiatric medications.
- Students on any pain medications need to provide an official doctor's prescription.
- **ALL** medications must be authorized and approved by staff.

SICKNESS

A student who is sick is responsible for notifying a staff member of his condition. If a student is too ill to notify staff himself, he must send someone to inform staff for him.

A staff member will perform a basic examination to check for signs of illness. If necessary, staff will take the student to see a physician.

DOCTOR APPOINTMENTS

All doctor's appointments need to be scheduled for Thursday afternoons.

TATTOOING AND BODY PIERCING

No additional Tattooing or Body Piercing are permitted while attending CDC.

LEAVING THE PROGRAM

If you are asked to leave the school, we do not provide any tickets.

If a student is dismissed from CDC or decides to leave on their own, he must take all his belongings upon departure. If this is not possible, arrangements must be made to pick up his belongings within 48 hours. **CDC is not responsible for any students' personal possessions while they are in the program or after they leave.**

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DAILY SCHEDULE

NOTE: This schedule may vary depending upon the needs of CDC and CDC staff.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 - 7:00	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up		
7:00 - 8:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:00 - 9:00	Prayer & Worship	Prayer & Worship	Prayer & Worship	Prayer & Worship	Prayer & Worship	Wake Up	Wake Up
9:00 - 9:45	Class	Class	Class	Class	Fundraising	Deep Clean	Leisure Time
9:45 - 10:00	Break	Break	Break	Break			
10:00 - 10:45	Class	Class	Class	Class			10 am Depart for Church
10:45 - 11:00	Break	Break	Break	Break			Church
11:00 - 11:45	Class	Class	Class	Class			
11:45 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:45	Class	Class	Class	Class	Fundraising	Deep Clean	Leisure Activities
1:45 - 2:00	Break	Break	Break	Break			
2:00 - 2:45	Class	Class	Class	Class		Leisure Activities	
2:45 - 3:00	Break	Break	Break	Break			
3:00 - 3:45	Class	Class	Class	Class			
3:45 - 4:00	Break	Break	Leisure Activities	Break			
4:00 - 4:45	Class	Class	Leisure Activities	Class			
4:45 - 6:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6:00 - 7:00	Leisure Activities	Leisure Activities	Church	Leisure Activities	Leisure Activities	Leisure Activities	Leisure Activities
7:00 - 9:00			Church				
9:00 - 10:00			Leisure Activities				
10:00 PM	Lights Out	Lights Out	Lights Out	Lights Out			Lights Out
11:00 PM					Lights Out	Lights Out	

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PERSONAL INFORMATION

PLEASE FILL OUT AND COMPLETE

Your Name:

Your Address:

Your Home Phone:

Your Cell Phone:

Is your cell phone a smart phone?

Do you have internet access?

Your Email address:

Your Facebook or any social media:

Your Birthdate:

Your Height (for graduation gown):

Your Weight (for graduation gown):

Are you married?

Do you have Child(ren)?

If you do have a Child or Children, do you have to pay child support?

Are you on Probation or Parole?

If you are on Probation or Parole complete the fallowing information:

What is your completion date? _____

PAROLE OFFICERS:

Name:

Phone number:

Email:

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In the past have you been involved with any other ministries.

If so, what is the name of the ministry or ministries?

How long have you been involved in that ministry?

Can we contact them?

- Contact name:

- Contact phone number:

PASTORAL REFERENCE:

CHURCH WHERE YOU ATTEND: _____

PASTOR'S NAME: _____

PHONE NUMBER(S) _____

ADDRESS: _____

_____

EMAIL ADDRESS: _____

TWO PERSONAL REFERENCES:

NAME: _____

PHONE NUMBER(S) _____

ADDRESS: _____

_____

EMAIL ADDRESS: _____

NAME: _____

PHONE NUMBER(S) _____

ADDRESS: _____

_____

EMAIL ADDRESS: _____

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MEDICAL QUESTIONS & MEDICAL RELEASE

This information is extremely important in the event that an accident or medical emergency were to occur.

***All these MUST answered**

* Your Name: _____

* Your Phone number(s): _____

* Your permanent address:

_____

_____

_____

_____

EMERGENCY CONTACT NAMES

Primary Emergency Contact

* Name: _____

* Relationship: _____

Their phone number(s)

* Home number: _____

* Cell number: _____

* Work number: _____

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Secondary Emergency Contact

* Name: _____

* Relationship: _____

Their phone number(s)

* Home number: _____

* Cell number: _____

* Work number: _____

MEDICAL

Medical Contacts and information

* Preferred Local Hospital: _____

* Medical Doctor's
  Physician's name(s): _____
  Phone number(s): _____

* Dentist
  Physician's name(s): _____
  Phone number(s): _____

Medical Insurance Information

* Name of Company: _____

* Phone number of Company: _____

* Policy number: _____

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Special Health Consideration

*Are you on any type of medication? _____

* List all current medications:

_____
_____
_____
_____

* Allergies:

_____
_____

* List any mental health concerns or conditions:

_____
_____
_____
_____

* Other Medical concerns:

_____
_____
_____
_____

NOTE: ALL students must be able to walk at least 5 miles in one day, once a week.

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DRUG TESTING POLICY

We are a university, not a rehab facility, and we are committed to maintaining a drug-free environment. To support this, we conduct random drug testing, which includes screening for tobacco and alcohol. Failure to pass a drug test will result in immediate dismissal from the university.

UPON ENTRY

All individuals are required to undergo drug testing upon entry. Failure to pass the initial drug test will result in immediate dismissal.

RANDOM DRUG TESTING:

1. Any individual affiliated with Conviction Discipleship Center—including, but not limited to, missionaries, members of the Board of Directors, volunteers, staff members, students enrolled in the training program, or any other participants—shall be subject to random drug testing. By signing this document, the individual acknowledges and agrees to such testing.
2. Any affiliated individual who undergoes a drug test and receives a positive result for prohibited substances may be subject to immediate termination from Conviction Discipleship Center, at the discretion of the Board of Directors.

ROOM, BOARD, AND FUNDRAISING

By signing this document, you are agreeing to volunteer to fundraise for CDC, which helps offset CDC's facility and program expenses. You understand that these fundraising activities help cover some, but not all, of the considerable expenses arising from your participation in the program, which include your room and board expenses. CDC also relies on generosity from outside donors in addition to these fundraising activities. Fundraising does not create an employer-employee relationship but helps to partially off-set the costs of your participation in the program.

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SAMARITAN MINISTRY

By signing this document, you agree to volunteer to help with CDC's Samaritan Ministry. The Samaritan Ministry is taken from Luke 10:30-37 where a Good Samaritan was the only person to aid a man who had been beaten and robbed. In our Samaritan Ministry we will practice compassion and unselfishly help others who need help within our means.

WAIVER OF LIABILITY

By signing this document, you hereby agree to release, waive, and indemnify, hold harmless, and forever discharge CDC and its respective volunteers, staff, officers, directors, agents, employees, affiliates, successors and assigns (collectively, the "CDC Parties"), of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that you or your respective heirs, assigns, next of kin, and executors (collectively, the "Student Parties") ever had or may have, arising from or in any way related to my participation as a student and volunteer in activities, such as fundraising and the Samaritan Ministry, conducted by, on the premises of, or for the benefit of, the CDC (the "Waiver of Liability"), including claims arising as a result of the non-gross negligent acts or omissions of the CDC parties; provided, however, that this Waiver of Liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct on the part of the CDC or the CDC Parties.

HANDBOOK UPDATES AND REVISIONS

Because it is not possible to anticipate every situation that may arise or address every question that may occur, Conviction Discipleship Center (CDC) reserves the right to modify, supplement, rescind, or revise this Handbook, including any policy or provision within it, as necessary or appropriate.

The most current version of the CDC Student Handbook supersedes all previous versions.

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STUDENT AGREEMENT

I, _____, acknowledge that I have read and agree to all the guidelines placed before me in this manual. I understand that ignoring or not abiding by these rules will result in disciplinary action that could result in the termination of my attendance at CDC. I also understand that it is my responsibility to know the guidelines in this manual within a timely manner of being on campus at CDC.

By signing this, I agree to the contents and will comply with the standards outlined here in.

I understand that CDC reserves the right to change anything in this manual to help secure safety and effectiveness in the program and I may be required to approve the manual amendments in order to stay enrolled in the program.

By signing this, I understand I am waving the right to sue CDC pursuant to the terms of the Waiver of Liability.

Student Signature: _____ Date: _____

Student Printed Name: _____

Staff Signature: _____ Date: _____

Staff Printed Name: _____