



Eternity Bible College Local Church Mentor Policies and Procedures

PURPOSE

Eternity Bible College desires to produce graduates that are well-rounded, spiritually mature men and women. In order to accomplish this overarching goal, we believe we must incorporate more than classroom experience; we believe we must create opportunities in which the knowledge gained in the classroom setting can be applied in their respective life and ministry settings. Practical application, character development, and spiritual formation all require personal relationships and real life ministry experience. This kind of growth and training cannot take place solely in the classroom or over the Internet. We believe the primary means by which this will be accomplished is in the context of the local church.

Thus every student enrolled at Eternity is required to have a Local Church Mentor (LCM). This Mentor is part of our commitment to partner with the local church, and ensure that the education received at Eternity is more than academic. The Mentor will ensure that insights and truths learned in the classroom will be applied in real life and church settings.

Each semester, the Mentor will evaluate his or her student's spiritual growth, commitment to the local church, and ministry experience. We call this area Non-Academic Standards and Assessment.

DEPARTMENT RESPONSIBLE

The Director of Church Relations (DCR) is responsible to implement this policy.

DEFINITIONS

- LOCAL CHURCH:** a group of orthodox-believing Christians under the direction of a set-apart group of leaders (whether called deacons, pastors, elders, etc.)
MENTOR: an individual recognized by the local church as being qualified to disciple a student through the areas stipulated below. This individual does not have to have a specific title such as pastor or elder.

POLICIES

- All onsite first semester students will be required to enroll in a Discipleship Lab (DLAB) through Eternity. As soon as they connect with a local church, become involved in a local church ministry, and find an approved local church mentor, they will be excused from Discipleship Lab.
 - An Eternity faculty or staff member, or other approved spiritual leader, will lead Discipleship Labs as a Transitional Mentor.

- b. Under the supervision of the Transitional Mentor, the student will be required to actively pursue a local church in which to serve and a mentor under which to learn and grow.
 - c. Until a long-term Mentor is found, the student will meet with the Transitional Mentor for encouragement, accountability, and help in adjusting to life at Eternity.
- 2. All Distance Education (DE) students must have a Mentor from their local church before they can enroll for classes. This information is communicated on the Mentor/Student Covenant form. This form is only required for incoming first semester Distance Education students and is to be retained in the student file.
- 3. The Mentor will function as the primary connection between the school and the local church. As such, all disciplinary concerns, assessments, etc. will be communicated through the Mentor. Eternity reserves the right to inform the student's Mentor of any and all issues related to the student's performance including but not limited to disciplinary matters, character issues, academic performance, and ministry involvement.
- 4. Regular communication between the student, Mentor, and school will be required as specified below.

PROCEDURES

1. Establishing the Relationship

- a. The student is entirely responsible to find an appropriate Local Church Mentor. The Mentor must fill out the Mentor Application, submit one Reference Form, and be approved by Eternity. The Mentor should make at least a one-year commitment to the same student.
- b. All Local Church Mentors must watch the three online 'Mentor Orientation' videos.
- c. The Local Church Mentor and the student being mentored will sign the Mentor Covenant outlining the requirements of the relationship.
- d. All students must submit the name, address, email, and phone number of their Mentor **at the time of registration for the following semester** (except for onsite first semester students enrolled in a Discipleship Lab).

2. Communication / Reporting

- a. If at some time during the semester the student desires to change Mentors, a written request must be submitted to the Director of Church Relations and an interview may be required. Changing mentors or local churches frequently may be a cause for dismissal on non-academic grounds.
- b. The student and Mentor will each submit a separate Status Report at approximately the midpoint of each semester.
- c. At the end of each semester, the Mentor will fill out an online Assessment Form to establish if the minimum topics were covered and how well the student is doing in non-academic areas.

3. Discipline

- a. If an issue or concern comes to the attention of a member of the faculty or staff of Eternity Bible College:
 - i. That faculty / staff member will first attempt to talk with the student as any believer would do with another believer (Matthew 18:15-20).

- ii. If the issues are still unresolved, the faculty / staff member shall communicate to the Student that the issue is being referred to the student's Mentor and/or other Eternity personnel.
- iii. Eternity personnel will follow up with the LCM to assure the issue is being handled.

b. Non-Academic Dismissal

Reasons for Non-Academic Dismissal may include but are not limited to: lack of submission, character issues, laziness, financial irresponsibility, plagiarism, cheating, moral failure, frequent changing of churches and/or Mentors.

- i. If a Mentor or Eternity personnel thinks it is appropriate to recommend a student for Non-Academic Dismissal, they shall first discuss the matter with the student in person and show the student in writing why they are recommending their dismissal.
- ii. The Mentor shall then submit the written reason for the Non-Academic Dismissal recommendation to the appropriate Eternity personnel. The Mentor may also include suggestions for actions to be taken prior to re-admission, should the faculty choose to dismiss the student.
- iii. Eternity personnel may at this juncture seek additional information (from the student, Mentor, or other interested party).
- iv. The Mentor will present the Non-Academic Dismissal recommendation to the faculty for consideration and implementation. The faculty will make the final decision regarding the student's dismissal and requirements for re-admission.
- v. Appeals should be made in writing to the Director of Church Relations.

MINIMUM NON-ACADEMIC STANDARDS TO BE COVERED

The following descriptions/questions are meant to facilitate assessment of the student. They are not meant to be addressed in list fashion, but rather provide a guide to a full and well-balanced spiritual life. The spiritual life can never be reduced to a list of character qualities, traits, or activities.

Mentors should feel free to add his/her comments and thoughts about other areas of the students' life as is appropriate. Eternity desires to understand as much as possible each student's character and non-academic development.

We recognize that some of these categorical designations will overlap. The goal is to be thorough and complete, not categorical.

1. SPIRITUAL DISCIPLINES

- a. Prayer
- b. Scripture Intake (reading, study, memorization, meditation)

GUIDELINES

- What evidences do you see that the Spirit of God is alive and working in the student – that they are truly “in Christ” (Romans 8:9)?
- How would you describe the student’s participation in the life of your local body?
- Describe the student’s prayer life and other spiritual disciplines.

2. CHARACTER AND CONDUCT: *A Lifestyle of Spirit-Empowered Christ-like Character and Conduct*

- a. Love
 - i. Directed toward spouse (if applicable)(Eph 5:22-33; 1 Pet 3:1-7)
 - ii. Directed toward believers (John 13:34-35; Rom 12:9-13; 1 Cor 13; Gal 5:13-15; Eph 5:2; Col 3:14; 1 Pet 1:22-25; 4:8; 1 John 2:7-11; 3:11-18; 4:7-21)
 - iii. Directed toward neighbor (Rom 13:8-10)
 - iv. Directed toward enemy (Mat 5:43-48; Rom 12:14-21)
- b. Joy (Gal 5:22; Phi 4:4; 1 The 5:16)
- c. Peace (Gal 5:22; Col 3:15)
- d. Patience (Gal 5:22; Eph 4:2; Col 3:12)
- e. Kindness (Gal 5:22; Eph 4:32; Col 3:12)
- f. Goodness (Gal 5:22)
- g. Faithfulness (Gal 5:22)
- h. Gentleness (Gal 5:22; Eph 4:2)
- i. Self-Control (Gal 5:22; 2 Pet 1:6)
- j. Humility (Eph 4:2; Col 3:12; Jam 4:1-10; 1 Pet 5:5-7)
- k. Forbearance (Eph 4:2; Phi 4:5; Col 3:13)
- l. Truthfulness (Eph 4:25; Col 3:9-11)
- m. Righteousness (Eph 4:26-27)
- n. Work/Labor (Eph 4:28; 1 The 4:9-12)
- o. Speech (Eph 4:29-30; Jam 3:1-12)
- p. Purity (1 Cor 6:12-20; Eph 5:3-21; Col 3:5-7; 1 The 4:1-8)
- q. Holiness (2 Corinthians 6:11-7:4; 1 Pet 1:13-16)
- r. Moral Excellence (2 Pet 1:5)
- s. Knowledge (2 Pet 1:5-6; 3:18)
- t. Perseverance (Rom 5:3-5; Heb 10:35-12:3; Jam 1:2-18; 2 Pet 1:6)
- u. Godliness (2 Pet 1:6-7)
- v. Brotherly Affection (Rom 12:10; Heb 13:1; 2 Pet 1:7)
- w. Compassion (Col 3:12)
- x. Tenderness (Eph 4:32; 1 Pet 3:8)
- y. Gratitude/Thankfulness (Eph 5:20; Col 3:15; 1 The 5:18)
- z. Obedience (Jam 1:19-27; 1 John 2:3-6; 3:21-22; 5:1-4)
- aa. Sensibility (Titus 2; 1 Pet 4:7)

GUIDELINES

- Please describe your overall assessment of the student’s character and conduct.
- Do you see a Christ-like pattern of living in the student’s life (consistent with the pattern taught in passages like Mark 8:27-9:1; Rom 6:1-14; Eph 4:17-5:1; Phi 3:2-4:1; Col 2:20-3:17 – putting off the old person and

- putting on the new person in Christ Jesus)? Please describe.
- Are there any noticeable traits lacking in the student's character and/or conduct? Please describe/explain.
- What are the student's strongest traits?
- What negative traits are the most often manifested (if any)? How are they being addressed and corrected?
- Does the student show a steadiness in the faith (in comparison to a consistent "falling-back" or struggle in his or her faith)?

3. STEWARDSHIP

- Time
- Finances
 - Work (Eph 4:28; 1 The 4:9-12; 2 The 3:6-18)
 - Budget
 - Giving
 - Debt
- Abilities/Gifts

GUIDELINES

- Does the student pursue storing-up treasures in heaven (Mat 6:19-34)?
- View of material possessions (Mat 6:19-34; 1 Tim 6:6-10, 17)
- Use of material possessions (Luke 16)
- Contentment with material possessions (Mat 6:19-34; Phi 4:10-20; 1 Tim 6:6-10, 17)
- Provision of material possessions (work)
- Stewardship of other items – time (schedule), chores (living with a family), etc.
- Use of abilities for the glory of God, not for personal gain

4. SUBMISSION

- To Local Church Leadership (1 The 5:12-13; 1 Peter 5:5; cf. 1 Cor 1-4)
- To Fellow Believers (Eph 5:21)
- To Government (Rom 13:1-7; 1 Pet 2:13-17; Titus 3:1-7)
- To Employer (Eph 6:5-9; Col 4:1; 1 Pet 2:18-25)
- To Household Relationships (spouse, roommates, etc)(Eph 5:22-33; 6:1-4)

GUIDELINES

- Please describe their attitude toward the leadership of the church.

5. SERVICE (IMPLEMENTATION OF LEARNING)

- Conformity to the Leadership's Example, Teaching, and Direction
- Care and Concern
- Hospitality (Rom 12:13)
- Cultural Awareness and Sensitivity (Rom 14:1-15:13; 1 Cor 8:1-11:1)

GUIDELINES

- Please describe their attitude toward other cultures and ethnic groups.
- Are they open to learning new things and new ways of doing things?

6. RELATIONSHIPS

- a. With Roommates (as applicable)
- b. With Spouse and/or Children (as applicable)
- c. Toward Outsiders (Col 4:5-6; 1 The 4:9-12)

GUIDELINES

- Do you observe any areas of concern in any relationships?
- What strengths do you see in these relationships?

7. WISDOM

- a. Are they more characterized by wisdom or foolishness? (Proverbs)
- b. Can you cite a wise decision or choice or attitude?

8. MINISTRY INVOLVEMENT

- a. Is your student involved in approx 4 hours per week of ministry in their local church?
- b. How are they growing through their ministry involvement?
- c. What challenges are they facing that you can help them process?

GUIDELINES

- Every student is required to be involved in 4 hours of ministry per week in his or her local church.
- You as the student's mentor are the primary oversight of their ministry involvement.