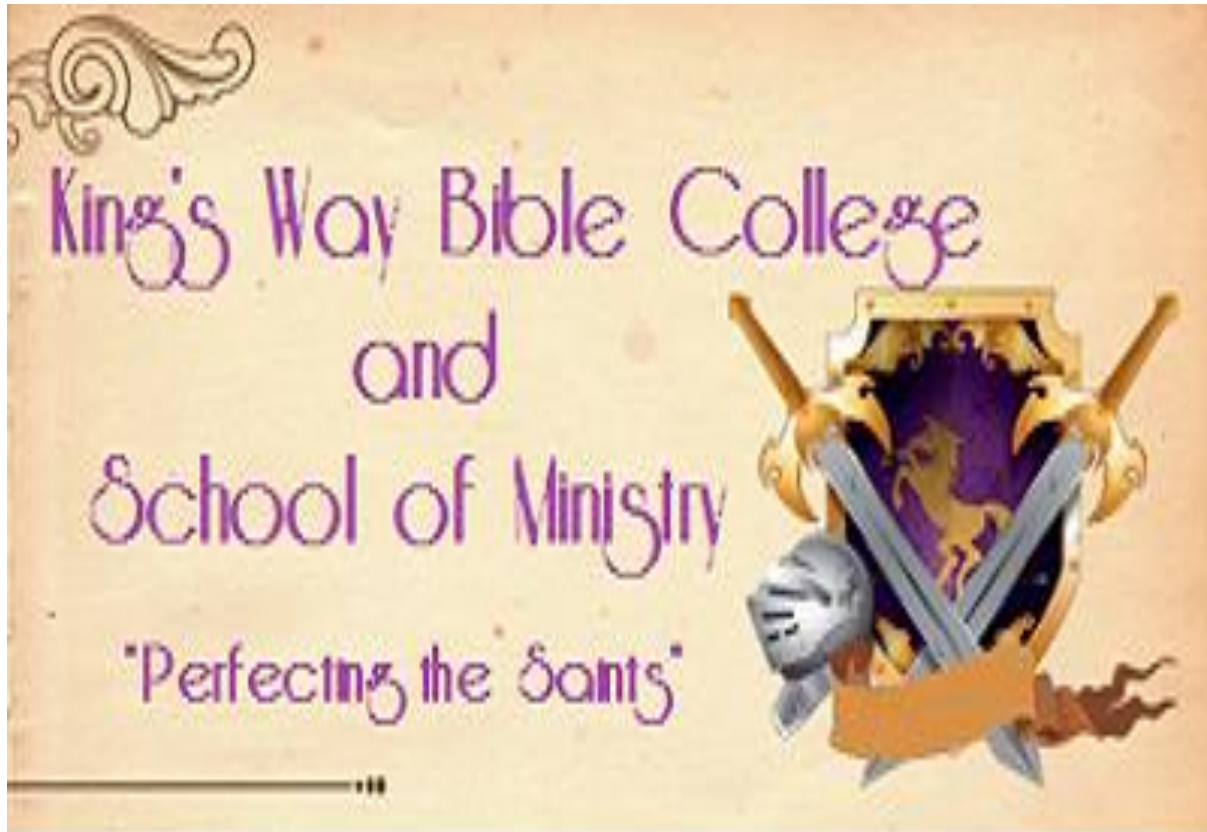


*King's Way Theological Institute*



*"Perfecting the Saints"*

*School of Ministry 2019  
Student Handbook*

# SCHOOL OF MINISTRY 2019 Spring STUDENT HANDBOOK

Please be advised that effective July 01, 2017, the new legal name of the governing corporation for King's Way Bible College is now **King's Way Theological Institute**. **All other information such as address, telephone number and web address will remain the same.**

This handbook is published for the students of the School of Ministry class.

We reserve the right to make changes in any or all specifications contained herein and to apply such revisions to registered and accepted students.

Any questions regarding the contents of this handbook should be directed to:

Administration

King's Way Theological Institute

P. O. Box 516

Redan, Ga. 30074

Email – [Admin@KingsWayTheologicalInstitute.com](mailto:Admin@KingsWayTheologicalInstitute.com)

770-727-6767

Dr. Danah Trammell, Th.D.

Administrator

[DTrammell@KingsWayTheologicalInstitute.com](mailto:DTrammell@KingsWayTheologicalInstitute.com)

## WELCOME FROM THE ADMINISTRATOR

Welcome to King's Way Bible College, School of Ministry.

We are eager to begin this academic season with you.

Our primary goal is student flourishing - as you engage in learning with your whole life in this community of Christian integrity, knowledge and love.

This is an academic community. Your primary task here is to learn and the expectations set within this handbook is to promote an intellectual, healthy and safe learning environment.

This is a community where all students are encouraged to flourish. We are committed to providing a community in which students "*come to the knowledge of the truth*" (1 Tim 2:24).

Our policies, instructions, conduct and disciplinary procedures are rooted in the scriptures and framed by grace and reconciliation.

This is a community where we encourage our students to discover the joy of their vocation. We believe that every student is here to learn about how to respond to God's calling on their life and how your calling will effectively change the community standards in which you reside, work or worship.

This handbook provides the expectations that the college has established to promote this kind of community. We begin with the mission of the college; these provide the context for our expectations.

All students are expected to uphold the policies within this handbook, and it is our sincere hope that our online community will enable you to thrive as you "press toward the mark for the prize of the high calling of God in Christ Jesus."

This community has been entrusted to you, our current students, to foster and develop for future generations of leaders. This is a high calling. Please do not hesitate to contact us if you have any questions or concerns about our community.

Dr. Danah Trammell, Th.D  
Dean  
School of Ministry

# MISSION OF KING'S WAY BIBLE COLLEGE & SCHOOL OF MINISTRY

The mission of King's Way Bible College and School of Ministry is to provide a biblically informed liberal arts education according to the Holy Scriptures. Our fundamental basis of governance and instruction is the infallible Word of God, which affirms the biblical truths that creation is the work of God, that our world has fallen into sin, and that redemption is possible only through the gracious work of Jesus Christ our Lord. From these beliefs, arise the convictions that those who teach and learn are called to be **servants** of our Lord Jesus Christ in all cultural activities, in our communities, and that genuine education must involve the whole person as a thinking, feeling, and believing creature and organism of the Body of Christ.

In all of our programs, including the liberal arts and sciences, professional and pre-professional preparation, we strive to offer the highest quality of instruction to prepare students for excellence in further study and careers beyond King's Way Bible College's School of Ministry. We seek to graduate students who are well equipped to bring the discipline of rigorous academic work into their chosen vocations and the practice of Christ-like service toward others into their personal and public lives.

All programs are grounded on a core of foundational studies that address the enduring issues and questions of human experience and teach students to explore and apply the implications of their studies.

Students are encouraged to evaluate their relationship with God, through our Lord Jesus Christ. Since we view vocation as a divine calling, we offer, in addition to traditional liberal arts and sciences, a variety of professional majors, and all professional programs include experiential application in off-learning field education or internships. We actively encourage students to take advantage of the cultural and professional opportunities of the Atlanta area and to gain a better understanding of contemporary urban issues.

All members of our academic community—faculty, staff, and students—endeavor to provide an educational environment of Christian integrity and love that will enhance and support your entire learning experience.

We seek committed Christian faculty members who strive to grow continuously in their faith and Christian perspective on learning, who demonstrate effective teaching skills, who commit themselves to foster the total development of students as individuals, and who practice scholarship as a contribution to the education of a larger constituency.

Because our mission in biblical higher education is not limited by ethnic or cultural differences, we consciously seek to develop a multiethnic, multinational, and multi-denominational student body. The major criteria for admission are academic potential, an explicit desire to participate in the unique King's Way Bible College and School of Ministry experience, and a readiness to be an active member of a community based on the biblical requirements of servanthood.

# COMMITMENT TO LEARNING DIVERSITY

At King's Way Bible College's School of Ministry, our very name celebrates the triune nature of God. Diversity is ultimately grounded in Him—one being, three persons, submitting to one another in love.

Because our mission in higher education is not limited by ethnic or cultural differences, we consciously seek to develop a multiracial, multinational, and multi-denominational community. We affirm our commitment to work toward greater diversity not only in regards to our racial, ethnic, and cultural demographic but also in regards to appreciation, honor, and equality within our learning climate. We welcome, encourage, and support all those who wish to contribute to and benefit from this commitment as members of a community that is rooted in a Reformed worldview and that affirms these Biblical truths:

- God created humans in his image to represent him on earth. These diverse humans were created to live in loving harmony with him.
- We grieve that the fall into sin distorts a person and results in broken communities within a broken world.
- Christ's redemptive ministry breaks the barriers that isolate men from women, rich from poor, Jews from non-Jews, persons from one culture from all those from every other culture. He calls his people to be peacemakers and to make every effort to keep the unity of the Spirit in the bond of peace.
- For Christ "himself is our peace... and has destroyed the barrier, the dividing wall of hostility..." among people. (Eph. 2:14-15)
- The vision of the new creation is that of "... a great multitude that no one can count, from every nation, tribe, people and language standing before the throne and in front of the Lamb" (Rev. 7:9). We educate in the hope of the final restoration of all things.

The scene from Revelation 7 shapes our community, teaching, research, and influence. King's Way Bible College and School of Ministry seeks diversity to reflect God's creation, to demonstrate his reign, and to anticipate his new creation. In fulfilling our mission and in preparing people to live in a radically diverse world, King's Way Bible College and School of Ministry actively seeks to recruit and include a variety of people in all aspects of our life together: the board of trustees, the administration, the faculty and staff, and the student body.

## Formational

Because the shared life of Christian communities anticipates the *flourishing* of all creation that accompanies God's reign, we – as faculty, staff, and students – recognize that we are formed by the Spirit as bearers of God's image through *participation* in teaching, learning, and scholarship, through *participation* in the community of learners at King's Way Bible College and School of Ministry and through *participation* in God's mission for all creation.

*Within the wider world* We understand our work in the world – whatever our particular vocation – to be an act of *worship* that shares in the general Christian vocation that calls us to **respond** to God's gracious initiative by participating in God's mission to make all things new.

*Within our teaching, learning, and scholarship* We seek to *participate* in conversations in ways that bear witness to God's kingdom – through both the substance of our contribution and the character of our participation – and in ways that lead to the *flourishing* of both our learning community and the areas of expertise with which we are engaged.

*Within the wider world* We recognize that *participation* in this learning community forms all of its members for life-giving and thoughtful *participation* in other present and future communities, so that those communities might

## Hospitable

Because God's life is clearly revealed in the self-giving love defined by Christ's life, death, and resurrection, we – as faculty, staff, and students – *welcome* one another with deep Christian hospitality characterized by Christ-like self-giving love.

*Within our teaching, learning, and scholarship* We seek engagement by *welcoming* meaningful interaction with the broad range of voices found in our contexts, whether local or global, past or present.

*Within the wider world* We seek to be a learning community that *welcomes* others – be they powerful or marginalized, privileged or oppressed – so that they might be transformed together by the *self-giving love* of God in Christ.

## **Connected**

Because God is sovereign and is graciously working to redeem *every* aspect of creation, we – as faculty, staff, and students – intentionally explore the integral **connection** between God’s redemptive work and *every* academic and co-curricular context, *every* member of the community, and *every* context within God’s world.

*Within our  
teaching, learning,  
and scholarship*

We acknowledge that *every* academic discipline and each co-curricular activity is an arena for God’s glory, and that the fruit of these disciplines can lead to deeper participation in God’s mission for redemption.

## **STUDENT LIFE PURPOSE & OUTCOMES**

We cultivate an academic community in which students flourish as they encounter the power of God with their whole lives and discover the joy of their vocation.

We embody this purpose in our work in confident hope that all students – blessed by God, redeemed by Christ, and equipped by the Spirit -- will:

- Communicate about their emerging vocation as a joyful response to God’s calling
- Participate in creative and redemptive activity that develops community
- Demonstrate a growing maturity that expresses itself in consistency between belief and behavior
- Engage in diverse communities
- Tell the story of who they are and how they are being formed in Christ

## **STUDENT POLICIES**

At King’s Way Bible College and School of Ministry, the Student Life Policies exist to cultivate an academic community in which students flourish. Developing this kind of community is the shared responsibility of all members of the college community – faculty, staff and students. All members are expected to demonstrate the College’s commitments to unity and diversity throughout their life at King’s Way Bible College and School of Ministry. Students, faculty and staff are encouraged to address one another directly when concerns arise. Jesus’ words in Matthew 18:15-35<sup>1</sup> guides this approach.

At the same time, college officials, particularly student staff and faculty, are charged with the responsibility of cultivating a respectful, educational and restorative environment for all members of our learning community.

It is our policy to prohibit discrimination and harassment on the basis of race, color, national origin, ancestry, sex, age, physical or mental disability, military status, or any other basis prohibited by law in regard to the administration of educational programs, admission of students, employment actions, or other sponsored activities.

All students of King’s Way Bible College and School of Ministry, are expected to know, understand, and comply with its policies and procedures.



## **PAYMENT POLICIES**

Payment of all accounts for tuition, academic fees, or registration fee(s) for each semester must be made by the date designated by the business office. All payments are to be made to the business office. An invoice will be sent to all student through our business office. **Please contact the Business Office if your need financial assistance.** Students, who for legitimate reason, cannot make their payment(s) by the designated date, must make satisfactory arrangements with the business office. Our liberal payment policy allows students to pay according to their ability, and while we understand financial issues may arise, we expect for all students to honor their commitment to pay their fee(s) and honor God's word - *Job 22:27 Thou shalt make thy prayer unto him, and he shall hear thee, and thou shalt pay thy vows.* Students with delinquent accounts will not be issued grade reports or transcripts, and they will not be permitted to participate in graduation nor register for further study at the College, either for a regular semester or for an interim. Any student who is not permitted to register for further study at the College because of a delinquent account will be denied participation in College activities and organizations.

## **THE STUDENT PORTAL**

The students will access many of the school's activities and/or information through the school's student portal. To access the student portal click here

<http://www.kwbconline/student-portal>

Or copy and paste this link into your web's Internet browser.

You will be asked to enter a password to enter into the student portal

The password given to you by your instructor.

Once inside the student portal you will find helpful links such as

1. Check your email
2. Check for current assignments
3. Upload an assignment
4. Connect to the student forum
5. Contact your instructor
6. Listen to playback of previous classes
7. And helpful bible study links

## **STUDENT EMAIL**

Students may access their e-mail account by visiting <http://www.Kwbconline.com/student-portal>, enter the student portal password, once inside the student portal, click the "check my email" link. Enter your email address and password in the appropriate fields.

For offline access, follow the instructions below for connecting user devices such as computers, tablets or smart phones.

### Incoming Mail Settings

- Email Protocol: **IMAP**
- IMAP Server: **mail.bravehost.com**
- IMAP Port: **993**
- Connection Security: **SSL**
- Username: The email address you are checking, e.g. *example@somesite.com*
- Password: The password for this specific email account.
- Authentication Type: **Password**

### Outgoing Mail Settings

- SMTP server: **mail.bravehost.com**
- SMTP port: **465**
- Connection Security: **SSL**
- Username: The email address you are sending from, e.g. *example@somesite.com*
- Password: The password for this specific email account.
- This outgoing mail server requires authentication (this is an option in some email clients, which must be checked).

## CLASS PARTICIPATION

All classes of King's Way Bible College and School of Ministry our classes are online.

All students are required to participate in the online classroom either by the online classroom meeting or VOIP.

Students may choose how they will access the online classroom.

If the student chooses to access the online classroom through your computer, you will need to be sent a meeting link. **You may request a meeting link by sending an e-mail to your instructor at least 24 hours prior to your class time.**

If you do not request an online meeting link, it will be assumed that you will access the class via VOIP. While we strongly encourage that you attend the online class meeting, if that is not possible you make access the classroom via VOIP as follows –

To access the classroom via VOIP, follow these instructions –

- 1. Dial (712)-770-4010**
- 2. And to access call to 443457#**
- 3. If there are background noises, please mute your telephone**
- 4. If you encounter problems with the VO IP connection, call 770-272-6767 for assistance.**
- 5. Try logging on at least 2 minutes prior to class time to ensure connectivity**

To access the classroom via the online meeting, follow these instructions

1. To log on to the classroom via the Internet you will be sent an online meeting link.
2. To receive the link send an e-mail to [meetingrequest@kwbconline.com](mailto:meetingrequest@kwbconline.com)
3. You must request the link at least 24 hours before the class meeting time.
4. Be sure to test your link to make sure it's working at least 5 minutes before class time

## CLASS TIME

**Classes are EVERY TUESDAY UNLESS OTHERWISE DESIGNATED BY YOUR INSTRUCTOR.**

**Class will begin promptly at 8:00 PM every Tuesday.** Access to the classroom will lock at 8:15 PM. If for any reason you cannot attend class, go to the student portal and notify your instructor via e-mail. *Please do not leave a voice mail message for your instructor if you are not attending class.* **Notification must be by e-mail only.**

**If you miss a class, you may go to the student portal and click on the previous class playback link to listen to the class you missed and get assignment instructions.**

## ASSIGNMENTS

All class assignments are due by 12:00 PM of the Sunday prior to the class date.

If you are unsure of an assignment login to the student portal and click the link **“student assignments”**

**To submit an assignment, do the following –**

1. Complete your assignments and either MS Word, Notepad or any word processor
2. Save the document to your desktop
3. Login to the student portal and click the link **“submit an assignment”**
4. Upload your assignment.
5. You may submit corrected assignments in the same manner
6. If you cannot submit your assignment in a timely manner request an extension from your instructor. You are allowed 4 extensions.

All assignments are to be completed using the APS style. (*A header or header page is not necessary*)

All assignments should include your name, assignment title, and date. (*see attached*)

Be sure to reference all externals reference material you use in your assignment. For example, if you utilize the Matthew Henry Commentary as a reference in your assignment, be sure to reference that at the end of your assignment. All references should be listed on the last page of your assignments.

Be sure to spell check your assignments. Spelling errors will lower your grade by 5 points. Should you have a problem with your assignment go to the student portal and click on the ***“contact your instructor”*** link. There you will be able to explain your problem and get assistance.

ALL ASSIGNMENTS MUST BE SUBMITTED THRU THE STUDENT PORTAL, UNLESS OTHERWISE INSTRUCTED.

You will receive a study guide for the current week's lesson . Download and read it prior to the class. \*\*Always have your study guide, paper and a pen at each class.

If you have a bible study program, use it during the class as it contains dictionaries, commentaries and reference books and will greatly assist in our studies. A good FREE one is Online Bible. Here is the link [www.onlinebible.net/](http://www.onlinebible.net/) Free **Bible Software** for Windows. Multiple translations, commentaries, books and more to aid you in studying the scriptures.

## GRADING

Assignments are grades utilizing the following scale:

15% On time completion

15% Correct grammar and spelling

70% Composition & explanation

## GRADUATION

Upon successful completion of the school of ministry, graduates will receive a diploma, 2 college credits, and will be ordained according to their perspective calling.

May God bless you in your academic endeavors through our blessed Lord Jesus Christ.

Now let's do this ...for the glory of ABBA our father!!

PS If you need assistance, please do not hesitate to contact me, preferably by email.

[DanahT@KWBCOnline.com](mailto:DanahT@KWBCOnline.com) or [Drd.Tramm@gmail.com](mailto:Drd.Tramm@gmail.com)

I've also included a few attachments.

## HOW TO WRITE YOUR PAPER

YOUR NAME

PAPER TITLE

DATE

*(skip down 2 spaces)*

Begin your paper.

Points to remember

1. Paper should be double-spaced.
2. Each answer **MUST have a scripture reference with the scripture reference written out.**
3. The scripture must support or back-up your answer.
4. ALWAYS DO A SPELL CHECK BEFORE SUBMITTING PAPER.
5. Start a new paragraph after each new thought or topic.
6. If necessary, listen to the class recording again and again to correctly summarize what you've learned.