

# *Student Handbook*



**TRAINING BELIEVERS FOR SERVICE, LEADERSHIP AND SUPERNATURAL MINISTRY**

Rules, guidelines and suggestions for  
a successful year of Ministry Training

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**Equipping Believers for Leadership and Ministry with the Word and Spirit of Faith**

*"We having the same spirit of faith, according as it is written, I believed, and therefore have I spoken:  
we also believe, and therefore speak". 2 Cor 4:13*

**VISION**

The vision of Canada Word of Faith Bible Training Centre (CWOFBTC) is to equip the student for the work of the ministry, which directly or indirectly translates into the edifying of the Body of Christ.

**GOALS**

- To raise up the five-fold Ministry
- To raise up the Ministry of Helps in existing local churches
- To create opportunity for students to find and express their God-given grace

**WHAT TO EXPECT*****MONDAY TO THURSDAY***

Qualified teachers at the Word of Faith, who are actively involved in full-time field ministry will be ministering the Word of Faith and the manifestations of the Spirit during classroom sessions.

***TUESDAYS***

A time of prayer will be held each Tuesday from 12 -1 PM in the main sanctuary of the Family of Faith Church. You are required to attend unless your work schedule interferes.

***FRIDAYS***

- All exams will be given on Fridays. Exams consist of Multiple Choice and True or False questions.
- You will be exposed to the practical side of the ministry in dealing with matters of family, administration, finances, relationships, etc. in order to be well rounded in all areas of life.
- You will be expected to preach, teach or share on a topic that you are familiar with.
- You will be asked to be involved in regular church work at CWOFBTC or Family of Faith Church, unless you are already involved in an internship or other local church ministry.
- You are expected to help in the daily operation of CWOFBTC.
- Job descriptions are available from the administrator for other ministry opportunities.

**STAFF AND FACULTY**

*President:* John & Ingrid Huizing

*Director:* Donna Kasur

*Instructors:* Rev. John F. Huizing  
Rev. Jeff Loewen  
Rev. Mel Piper  
and others by the direction of the Holy Spirit

Rev. Steve Green  
Rev. Lloyd Hoetmer  
Rev. Lori Hubschmid

Rev. Donna Kasur  
Rev. Doug Klan  
Sheila Glover

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## **HOW TO TREAT INSTRUCTORS**

- You are expected to treat faculty and instructors with respect and according to their gifting, such as pastor. When in doubt, you need to call them reverend.
- Do not approach instructors during breaks, unless they encourage it. They may need a break or some time to get ready for their next session.
- Questions must be written down and can be handed to the administrator, who will request for the question to be dealt with at an appropriate time.
- Do not contact the instructor for special counseling, lunch meetings or such like, unless the instructor initiates such a time.

## **A MESSAGE FROM THE FOUNDERS**

Dear Student of the Word:

As you are attending this Ministry Training Centre, Ingrid and I wish to set ourselves in agreement with the Word of God and you, that you will receive a spirit of wisdom and revelation so that you will gain accurate and practical knowledge from the Spirit of God.

This will cause you to be able to set Godly goals, have a vision and obtain revelation of the Redemption we have in Christ.

We sincerely believe that you will not be the same after you graduate and that you will have a new milestone and a platform to operate from.

We are looking forward to building a strong team with you in the future.

*Pastor John & Ingrid Huizing*

Canada Word of Faith Bible Training Centre, President

## **A MESSAGE FROM THE DIRECTOR**

Welcome to CWOFBTC. This will be an exciting year for you - a year of change and growth. May you come each day expecting to receive from God through each teacher.

We are to study to show ourselves approved unto God... rightly dividing the Word of Truth, but I pray that you do not just obtain head knowledge.

I encourage you to allow the Word to work in your life, transforming you into a vessel ready for the Masters use.

God bless

*Donna Kasur*

Canada Word of Faith Bible Training Centre Director

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## **ACADEMIC REQUIREMENTS**

- In order to graduate students must maintain a 60% average or above on examinations. Students must read all required books or the assigned segments thereof.
- During exams students are encouraged to use their Bibles for answers and references.

## **CERTIFICATION OF COMPLETION**

- After satisfactorily completing all classes and maintaining a cumulative average of 60% or above, students in the diploma program will receive a Certificate of Completion and be eligible for the graduation ceremony.
- Graduates can apply for licensing, and ordination through *Canada Word of Faith Ministries* (CWOFM).

## **WITHDRAWAL**

If a student decides to withdraw from CWOFBTC, a written statement must be submitted to the Administrator stating the reasons. At a meeting with the Administrator the amount of tuition refunded will be discussed.

## **TUITION**

- Tuition for CWOFBTC is \$2000.<sup>00</sup> before September 15<sup>th</sup> and \$2150.<sup>00</sup> between September the 15<sup>th</sup> and 27<sup>th</sup> (second year) and October 4<sup>th</sup> (first year)
- Full tuition payment is due before classes begin, unless special arrangements have been made with the Administrator.
- Students will *NOT* be allowed to attend classes when payment is withheld or is outstanding.
- Full payment is required in order to graduate and be eligible for future licensing, ordination and have access to Canada Word of Faith Alumni Association.
- Payments can be made in cash, cheque or money order.
- Make cheques payable to *Canada Word of Faith Bible Training Centre*.
- All payments must be handed or sent to Donna Kasur

## **TUITION OPTIONS**

- #1 \$2000<sup>00</sup> with your application.
- #2 \$100<sup>00</sup> with your application and \$1900<sup>00</sup> at registration on Orientation Day.
- #3 \$100<sup>00</sup> with your application and \$900<sup>00</sup> at registration on Orientation Day. Then \$500<sup>00</sup> due on November 1/10 and December 1/10

## **GRADING SYSTEM**

Grading is by percentages. The student's grade for the school year will be the average of all examinations.

### *Grade Numeric Score*

A	(excellent)	90-100%
B	(good)	80-89%
C	(satisfactory)	70-79%
D	(low pass)	60-69%
F	(failure)	0-59%

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## **EXAMINATIONS**

The examinations for each course will be objective and have 25 True/False or Multiple Choice questions. Examinations will be given on the Friday of each week. The grading system for exams is as follows:

25 Questions	A	23-25 correct
	B	20-22 correct
	C	18-19 correct
	D	15-17 correct
	F	0-14 correct

- All disagreements regarding tests will be handled by the Administrator.
- DO NOT contact the instructors to discuss the outcome of your exam.

## **ORAL OPPORTUNITIES**

Students are required to give an oral presentation during one of the Friday sessions to become skilled in verbalizing their vision. This is not part of your mark, but is to help students develop this important part of ministry.

## **GRADUATION**

- A special graduation ceremony will be held on the last day of the graduation week (March 18/10). This ceremony will be specifically geared towards students and their accomplishments during the school season. We encourage you to invite friends and family for this important milestone in your life.
- A valedictorian will be chosen for the graduation service.
- Upon graduation you may qualify for licensing/ordination through CWOFM.

## **CLASS SCHEDULE**

Monday - Thursday

## **CLASS ATTENDANCE POLICY**

- Attendance is required in all classes. We believe that the Lord has sent you to CWOFBTC and we do not expect students to be absent or late.
- There are no excused absences unless granted by the Administrator.
- Students are to call the Administrator regarding any absence.

## **TARDINESS**

8:50-9:00am	Prayer & Praise	10:50-11:00am	Break
9:00-9:50am	Session 1	11:00-11:50am	Session 3
9:50-10:00am	Break	11:50-12 noon	Announcements
10:00-10:50am	Session 2		

Classes start promptly on schedule, at which time the doors will be closed. No one can enter if the classroom doors are closed until the next session begins. Students coming late will be counted absent for that session. Student's may *not* leave the classroom after the doors are closed except in case of emergency.

Incurring more absences than those allowed, will result in a *failure* for that topic.

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**CAMERAS, FOOD AND DRINKS**

No cameras or recording devices and any food or drink (except bottled water) will be allowed in the classroom. Coffee is available during the breaks only and in the break area. No consumption of beverages (except bottled water) or food is permitted during class sessions.

**MAKE-UP EXAMS**

Make-up Exams can only be scheduled with and approved by the Administrator.

**STUDENT POLICIES*****CONDUCT CODE***

It is our desire to create an atmosphere in which every student can develop to their full potential. The goal for our school and its students is excellence. To achieve this goal there are certain policies that must be in place.

- We expect each student to live a lifestyle that glorifies Jesus Christ.

- Student's are required to live up to the standard put forth by the New Testament regarding conduct and relationships.

Causing strife, unethical behavior in business and church, the use of alcohol and illegal drugs are not permitted while attending CWOFBTC. We expect students to refrain from compromising situations and to abide by the laws of the government of Canada and the city of Red Deer.

***DISCIPLINE***

The Administrator will handle any discipline problems that may arise. Any Student acting in a manner to discredit the Kingdom of God and/or CWOFBTC will be subject to dismissal.

Students are expected to abide by their statements filled out on their application forms.

***DRESS CODE***

In order to keep our environment tidy, neat and ready for ministry a dress code is in force at all times. This will ensure and invite a spirit of cooperation, respect and professionalism.

*The following dress code applies at all times when attending classes:*

Everyone	No jeans, shorts, T-shirts, jogging outfits, runners or snow boots allowed.
Men	Dress shirt and tie or turtlenecks and dress shoes.
Woman	Dresses, skirts or dressy pants with dressy tops and dress shoes.

Students who are in violation will be asked to leave class and will be counted absent for that day.

***STUDENT ID BADGES***

Students must wear their ID badges for security purposes. Also, incoming instructors like getting to know you by name.

***DVD AND CD ORDERING***

- Audio and Video materials will be sold as a set of 12 CD's or 4 DVD's for the entire week at a special student discounted price of \$30<sup>00</sup> for CD's and \$60<sup>00</sup> for DVD's.
- To place an order, fill out the Order Form and include your payment.
- Payment is by cash or cheque. Make cheques out to CWOFBTC.
- Our DVD and CD pricing is for *STUDENTS ONLY* - please *DO NOT* order for friends and family.

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