

Student Hand Book

Layperson’s Bible School History	3
Mission Statement & Statement of Faith.....	4
Course Descriptions.....	6
Policy & Procedures for Layperson’s.....	10
Entrance Requirements.....	11
Standard of Conduct.....	11
• Personal Habits	
• Dress Code	
• Classroom Etiquette	
• Class Monitors	
Tuition	13
• Refund Policy	
Course Materials.....	13
Examinations.....	15
Written Reports.....	16
Academic Standards	16
• Grading System	
• Grade Reporting	
Certificate/Diploma.....	18
Term Completion.....	18
Calendar	19

Layperson's Bible School History

Layperson's Bible School began in the fall of 1981. It was founded by Bishop Keith A. Butler, Sr., Founder/Pastor of Word of Faith International Christian Center in Southfield, Michigan. Its purpose is to give laypersons and layministers a basic working knowledge of Bible truths. Layperson's Bible School is not only a systematic study of the Bible, but also a detailed study of your authority as a believer in Jesus Christ. It will strengthen you in your walk of faith, and give you a solid foundation and insight into your devotional and church life. The success of the program is known throughout the United States and abroad, for many churches have adopted this program as a vital part of their ministry. Layperson's Bible School is currently a non-degree diploma program. It is not necessary to be a member of Word of Faith Church to attend.

In 2003, Pastor Ronald D. Walker, Jr. was led by God to to adopt the program in the Virgin Islands. The charter class had a total of nine (9) eager students ready to tackle their new assignment in God. It was a rigorous 2-years however six (6) students crossed the stage to receive their diplomas in June of 2005. A second class with a total of six (6) students graduated in 2006. Graduates from both classes are currently being used in various capacities within this ministry. Classes were halted for a period and resumed in 2013. New instructors were added to the teaching roster Sister Maria Creque and Sister Clara Lewis an additional instructor Sister Denise Donadelle was added in 2014. Currently five (5) students will cross the stage in the fall of 2015.

Mission Statement & Statement of Faith

MISSION STATEMENT

Teaching the Word, Doing the Work, Touching the World

TEACHING THE WORD OF GOD, teaching the uncompromised Word of God and rightly dividing the Word of Truth.

DOING THE WORK, discipling all nations, teaching them to observe all things whatsoever Jesus has commanded, to walk in their authority and minister to the needs of the people.

TOUCHING THE WORLD, participating in the end time harvest by supporting ministries and sending trained, qualified missionaries around the world especially to the entire Caribbean, Africa, and South America.

STATEMENT OF FAITH

Word of Faith Layperson's Bible School considers the following statements to be true according to the infallible Word of the One true and living God:

- **WE BELIEVE** the Bible to be inspired and the only infallible, authoritative Word of God. **II Timothy 3:16-17**
- **WE BELIEVE** that there is one God; eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. **I John. 5:7; Matthew. 28:19**
- **WE BELIEVE** in the deity of our Lord Jesus Christ, His virgin birth, His bodily resurrection, His ascension to the right hand of the Father, and in the blessed hope of His personal, visible future return to this earth to receive to Himself His Blood-bought Church that it may be with Him forever. **Acts 1:9-11; Revelation 1:5, 7, John 1:1,14, Luke 3:22, John 10:30**

Mission Statement & Statement of Faith

STATEMENT OF FAITH CONT.

- **WE BELIEVE** all have sinned and come short of the glory of God and are in need of salvation, which has been provided for all men through Jesus Christ. **Romans. 3:23-26; I Corinthians. 6:11**
- **WE BELIEVE** the infilling of the Holy Spirit is an experience subsequent to salvation; and it is the will of God that all be saved and filled with the Holy Spirit. **Acts 8:14-17; Acts 19:4-6**
- **WE BELIEVE** healing is provided in the redemptive work of Christ and is available to every believer. **James 5:14-16; I Peter. 2:24**
- **WE BELIEVE** the church consists of all those who have received Jesus Christ as their Savior. **I Corinthians 1:2; Ephesians 5:23-24, 30**
- **WE BELIEVE** there shall be a bodily resurrection of the just and judgment of the unjust. **Acts 24:15**
- **WE BELIEVE** in water baptism and the observance of the Lord's Supper. **Matthew 3:13; I Corinthians. 11:23-26**

Course Descriptions

YEAR ONE

BENEFITS OF THE CROSS— Instructor: Minister Sherri Abbott

A study of the foundational doctrines of Christ found in Hebrews 6:12. Students will learn the benefits of the Cross through the resurrection of Jesus Christ.

AUTHORITY OF THE BELIEVER – Instructor: Sister Clara Lewis

This course presents a clear picture from the Scriptures of the believer's authority. It also defines authority, details the source of that authority and shows the believer how to walk and live in that authority provided in the redemptive work of Jesus Christ (Luke 10:19).

MINISTRY GIFTS – Instructor: Minister Sherri Abbott

This is a study of each ministry gift Jesus gave the Church: Apostle, Prophet, Evangelist, Pastor, and Teacher. We will also cover their function in the Body of Christ and the local church.

SUPPLICATION, PRAYERS & INTERCESSIONS -

Instructor: Minister Sharon Walker

This course offers a scriptural look at three of the various methods and types of prayer, including prayers of supplication and intercession.

NATURE OF MAN/ THE LIFE OF CHRIST – Instructor: Sis. Maria Creque

A study of man's tri-part nature and how God desires to restore man to his original status with Him.

THE LIFE OF CHRIST – Instructor: Sis. Maria Creque

An in-depth study of the humanity and deity of Jesus Christ and what it means to us.

Course Descriptions

YEAR ONE

FAITH OF GOD – Instructor: Sis. Denise Donadelle

A study of what faith is and how faith works. The student will gain insight into the areas of confession, love, hope, faith for finances and the power of words.

DISPENSATIONS – Instructor: Pastor Ronald D. Walker, Jr.

A study of God's various dealings with man to reveal Himself. The student will learn the advantages we have of God's revelation during the Dispensation of Grace as opposed to other dispensations.

YEAR TWO

PRESENT DAY MINISTRY OF JESUS – Instructor Sis. Denise Donadelle

We will cover four areas of the present day ministry of Jesus: High Priest, Advocate (Lawyer), Intercessor, and Shepherd.

UNDERSTANDING SUFFERING – Instructor Sis. Denise Donadelle

Do Christians suffer for Jesus' sake with sickness, disease, and calamity? What is Christian suffering? These and many more questions will be answered.

DOING THE WORKS OF JESUS – Minister Sharon Walker

In this course, students will discover from the Word of God of what the believer is called to do in the earth and during the end-time harvest.

Course Descriptions

YEAR TWO

GIFTS OF THE HOLY SPIRIT – Instructor: Maria Creque

Spiritual gifts are those gifts given by the Spirit of God. Students will learn that these gifts are to be exercised in love for the edification of the whole Body.

COVENANTS – Instructor: Pastor Ronald D. Walker, Jr.

In this course, students will discover that everything we possess in Christ is because of a covenant promise.

SPIRIT CONTROLLED LIFE – Instructor: Minister Sherri Abbott

Through a scriptural journey in the pursuit of understanding the Fruit of the Spirit, students will learn to develop this spiritual fruit.

LIVING LETTERS PART 1 & 2 – Instructor: Sis. Clara Lewis

In this course, students will learn that the Gentile believer's inheritance is equal with that of the Jews. This two-part course gives the foundation for God's inheritance as well as discusses our freedom in Christ.

HOW TO RELATE TO YOUR PASTOR – Instructor: Minister Sherri Abbott

In this course, students will learn why God gave Pastors, how to receive your Pastor, how to know your Pastor, how to esteem him very highly in love, how to pray for him, communicate with him, imitate him, and obey his teachings.

LAYPERSON'S BIBLE SCHOOL

Policy and Procedures



POLICY INFORMATION

ENTRANCE REQUIREMENTS

LAYPERSON'S I BIBLE SCHOOL

Applicants expecting to enter Layperson's I Bible School must have accepted Jesus Christ as their personal Lord and Savior.

LAYPERSON'S II BIBLE SCHOOL

Applicants expecting to enter Layperson's II Bible School must have successfully completed all course work for Layperson's I Bible School and actively serving in the ministry.

STANDARD OF CONDUCT

WOFICC reserves the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or attitude, in the judgment of the administration, are not consistent with the Christian spirit and standards which the WOFICC seeks to maintain. By way of example: academic dishonesty is not an acceptable behavior and will not be tolerated.

A student whose personal conduct is a poor testimony for Christ, and who fails to live in accordance with the scriptural ideals of the Layperson's Bible School, will be spiritually counseled and will be disciplined to such extent as the Dean deems advisable.

PERSONAL HABITS

- Students are expected to abstain from the use of tobacco, alcoholic beverages, and illicit drugs.
- Students will also maintain behavior that exemplifies Christ remaining above reproach in relationships with others (same sex or opposite sex), avoiding all appearance of evil.
- Regular church attendance is expected.

POLICY INFORMATION

PERSONAL HABITS Cont.

- Regular prayer and study of the Word independent from church is expected. Students should attend prayer in person twice weekly and via the conference call line one time per week.
- Students are also required to serve in the church.

Dress Code

- Students are allowed to dress in “business casual” attire. **Jeans, t-shirts, sundresses and revealing attire at not allowed.**

Classroom Etiquette

- There is to be no eating or drinking in the classroom.
- Students should be considerate of their classmates who may be studying prior to the start of class; please keep idle talking to a minimum. Students should be in an attitude of prayer and anticipation of the Word going forth.
- Please turn off cellular phones upon entering the classroom.
- Children should remain at home while a student attends class. Under no circumstances should a student’s children) be found roaming the campus during class hours. Violation of this policy may be grounds for dismissal.

Early Morning Prayer

- Each student is responsible for attending early morning prayer in person twice (2) weekly. Early morning prayer is available Monday – Friday from 6:00 am – 7:00 am and Saturdays at 10:00 am. Each student is responsible for signing in for prayer when attending to receive credit. Prayer via the conference call line is encouraged.

POLICY INFORMATION

SWAT

- Each student is responsible to attending SWAT once (1) per month. The SWAT schedule is included in your packet. SWAT is twice monthly and it begins at 11:00 am. Students are responsible for signing in for SWAT to received credit.

Classroom Monitors

- We ask that students prayerfully consider becoming classroom monitors. Monitors assist with the overall flow of the classroom, and their duties include the following:
- Make sure that students have signed in
- Assist with the preparation of the instructor's tray (containing water or tea and mints);
- Accept Absence Forms from students and assist in the administration of examinations if needed.
- Monitors are selected approximately every six (6) weeks. One male or female monitor is needed per class.

TUITION

The cost of a 10-month course is \$205.00 per year plus a \$25.00 registration fee which is not refundable. Final payment of tuition is due by **September 6, 2015**. There will be a \$10 late fee applied if not received by the due date. A student that has not paid tuition in full by **September 10, 2015** will be automatically withdrawn.

The Word of Faith Layperson's Bible School does not accept vouchers for tuition assistance from the government, or any corporation, institution, organization or union.

Cash, personal checks, money orders credit cards are acceptable forms of payment. A student will be charged \$25.00 for any check returned to WOFICC because of insufficient funds.

POLICY INFORMATION

Refund Policy

No refunds will be given for course registrations after **October 1, 2015**. If circumstance warrant a student having to withdraw prior that that time, a refund will be issued, prorated for the number of days the student attended classes. Students who withdraw after October 1, 2015 **may be eligible** for further course credit. All approved refunds will be issued minus the \$25.00 non-refundable registration fee.

COURSE MATERIALS

Students will receive the course outline for the first session during orientation. All subsequent course outlines will be distributed the week prior to the start of the session.

If a student forgets their course outline on any given day, that student will have to look on with another student. If a course outline is permanently lost, a new course outline may be purchased from the church office for \$5.00.

ATTENDANCE

Punctual attendance is required for each class: attendance is taken at the beginning of the class. After 7:30 p.m. any student reporting will be considered absent for that class session.

Tardiness – Classes will start promptly at the scheduled time. If you are not in your seat at the time class starts, you are considered tardy. ***Two tardies are counted as one absence.***

Absences – Students are allowed two (2) absences per six-week session. In order for an absence to be excused, a student must submit an ***Absence Form*** with ***official*** documentation (note from employer on company letterhead, travel itinerary, obituary, etc. Personal family vacations may not be excused). Forms without supporting documentation will not be accepted.

Any student that exceeds two excused absences will receive a failing grade.

It is best, if at all possible, for students to submit the forms and documentation prior to the anticipated date of absence. In the event of an emergency or a job-related absence that could not be predicted, forms and documentation must be submitted within one week of a student's return to school.

In the event of an absence, it is up to the student to contact one of their classmates to get the notes from the class missed or view the missed classes online. The code to view will be provided by the Dean.

EXAMINATIONS

- All tests are in written form and are based on the course outlines, handouts and additional reading material. They instructor my option to have exams taken online or in class.
- In order to receive a certificate or graduate, students must have a 77% average or better.
- Examinations are given during the second hour of the last week of each class session.
- Cheating will not be tolerated! If anyone is found cheating, this may be grounds for dismissal.
- Exam scores will be posted for students to view within two weeks of the original exam date. Please note that grades are not given over the telephone.
- If a student is absent on the day of an exam, the absence must be excused in order for the student to receive full credit for their examination (Refer to the Attendance section or the section on Make-up Examinations).

POLICY INFORMATION

MAKE-UP EXAMINATIONS

Make-up examinations must be taken within one-week of the original exam date. Students must contact their instructor to schedule an appointment.

- 1) The maximum grade that can be earned for a make-up exam with an unexcused absence is 77%
- 2) The reason for your absence must be an emergency – death in family, sickness (with a doctor's note), or job related. **Going out of town for a vacation does not constitute an emergency.**
- 3) You must have contact the office in advance to make arrangements to take the examination.

WRITTEN REPORTS

Written assignments may be required for a class. Follow the format below:

Layperson's Report Format

The information below describes how you are to format their papers for Layperson's I or II. The length of the assignment is at your instructors' discretion.

1. Paper Standard size (8.5 x 11" in the U.S.)
2. Page Margins 1" on all sides (top, bottom, left, right)
3. Font 12-pt. easily readable (Times Roman)
4. Spacing Double-spaced throughout
5. Alignment of Text Flush left (with an uneven right margin)
6. Paragraph Indentation 1/2" (or five spaces)
7. At the end of a sentence leave two spaces after a period, question mark, or exclamation point.
8. Page numbers should be on every page, in the lower right margin.

POLICY INFORMATION

WRITTEN REPORTS

9. Cover page Be creative use decorative fonts and pictures *
Your name * Teacher's name * Course name * Date
10. All student reports must be bound.
11. Plagiarism will not be tolerated.

LAYPERSON'S GRADING SCALE

Students must complete course assignments, course quizzes, and successfully complete each examine with an overall passing grade of 75%. There will be no make-up examines given.

If a student fails a course, they will be expected to take the entire course over again. They must demonstrate satisfactory

LAYPERSON'S GRADING SCALE

work for the entire course before they may be eligible for a passing grade to appear on their transcript.

<u>Grade</u>	<u>Description</u>	<u>Percentages</u>	<u>Grade Points</u>
A	Superior	93-100	4.0
B	Excellent	85-92	3.0
C	Average	77-84	2.0
D	Below Average	70-76	1.0
F	Failing	0-69	0.0
W	Withdraw		0.0
I	Incomplete		0.0

Should any student desire to withdraw from school, he/she should write a letter and speak with the WOFICC Administration to formally withdraw. Unless a formal withdrawal is submitted, the student will not be eligible for re-admission without an interview with the WOFICC Administration. The student who does not formally withdraw will receive an "F" for

POLICY INFORMATION

any course with unsatisfied requirements. A “W” does not count against a student’s GPA.

GRADE REPORTING

Course assignments will be graded and returned to the student no later than 2 week from the completion of your course. Reports will be distributed on the following dates:

*** 1st Quarter: January 14, 2016**

*** 2nd Quarter: June 23, 2016**

CERTIFICATES & GRADUATION

Certificates are given to those who successfully complete Layperson’s 1.

Students who successfully complete both Layperson’s 1 & 2 are invited to participate in the Graduation Ceremony. Participation in the ceremony is not mandatory to receive a Diploma.

Students will not receive certificates nor will they be permitted to participate in the graduation ceremony if absences exceed the number allowed or if examinations are not satisfactorily completed within the allotted timeframe (*See sections on attendance and Make-up Examinations*). No exceptions will be made for any reasons.

TERM COMPLETION

In the event of a job change, shift change, or an unforeseen illness or other circumstances that make it impossible for a student to complete a term under policy requirements.

Students will receive an incomplete for the term. Students must notify the Church office in writing immediately if they have

POLICY INFORMATION

TERM COMPLETION

to withdraw from the class. Withdrawal notification must be received within two (2) weeks of a student leaving class to be considered for a refund or future course credit (see section on Refund Policy). Students must have proper documentation and verification from their employer or doctor.

Students who withdraw from a class **may be** eligible for course credit that will allow them to return for the next school year to complete the term.



8354 Estate Contant
St. Thomas, Virgin Islands 00802
Phone: 340.774-8617

VISIT US AT OUR WEB ADDRESS:

www.wordoffaithsthomas.com
Reverend Ronald D. Walker, Jr., Pastor
Bishop Keith A. Butler, Founder

CALENDAR YEAR

Mandatory Orientation:

Thursday, September 3, 2015 - 6:30 pm - 8:00 pm

First Semester 2015.... September 10th - December 19th

September 10th 1st Semester Classes Begin

October 19, 2015 Thanksgiving Praise & Worship Day

November 26, 2015 Thanksgiving Day

Christmas Break Decembers 19th – January 6th

Second Semester 2016 January 7th – June 2nd

January 7th Second Semester Classes Begin

Word of Faith Convention June 6th – June 10th

Last Day of Class June 2nd

SUMMER BREAK June 3, 2015 – August 31, 2016

Year 2 Orientation September 1, 2016

**Calendar dates, course subjects may be adjusted as needed throughout the year.*