



OLIVET UNIVERSITY INTERNATIONAL

CHAPEL HANDBOOK

2018-2019

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CHAPEL OVERVIEW

Objectives

This program is designed to enable students to:

- Develop and demonstrate weekly habits of personal and corporate worship.
- Demonstrate familiarity and appreciation of corporate and individual prayer through conscious life choices as witnessed by brothers and sisters in Christ.
- Demonstrate appreciation of small group sharing through active and reflective participation.
- Demonstrate a growing knowledge and understanding of the church's tradition and history.

Requirements

- Bachelor of Arts students are required to pass 9 quarters of PRAC011 College Chapel.
- Master of Divinity and Master of Arts students are required to pass 6 quarters of PRAC021 Graduate Chapel.
- OUI students are expected to have a participatory attitude towards worship by attending live OUI Wednesday Chapel broadcast sessions (Wednesdays, 7pm PST). If the student misses the live Chapel, he/she may follow up by watching a recording uploaded to the Chapel Classroom of MyOlivet.
- In place of attending the OUI Wednesday Chapel sessions via live broadcast or MyOlivet online classroom, OUI students may apply to the OUI Chaplain's Office at the beginning of each quarter to participate in maximum eight (8) designated Local Chapel sessions per quarter that are overseen by a Local Chaplain (ideally their local Olivet Assembly (OA) church pastor). These students are still required to attend at least two (2) OUI Wednesday Chapel broadcast sessions per quarter. (*Refer "Requirements for Local Chaplain" section for further information.*)
- Students are expected to attend school-wide convocations online through live broadcast or watch a recording at the start of each quarter of enrollment at OUI.
- OUI students are expected to grow spiritually at a local OA church through regular participation in Sunday Service, prayer meetings, small group sharing and evangelism. The local OA church pastor is the designated Site Mentor to oversee spiritual growth of OUI students.

Spiritual Formation

Olivet University International aims to provide an atmosphere of spiritual enrichment through Christian living so that students, staff and faculty may receive the power of the Holy Spirit and live emboldened by Jesus Christ.

To achieve the end of personal spiritual formation, OUI actively seeks to cultivate the habit of continuous scriptural study and the practice of discipleship in our students.

Worship practices and congregational life differ from church to church, sometimes drastically. Even though the specific elements you might experience in practice may differ, active participation in a living community of worship cannot be replaced by distance instruction, and therefore will not. It is a crucial component anchoring all learning happening within a community of believers. An institutional goal of OUI is to “honor our Bible-based identity and heritage” and therefore it is important to be an active part of such a community.

Practices of worship and church life may include:

DAILY “QUIET TIME”

OUI encourages students to devote time each day to Bible reading, “Quiet Time”, meditation, and prayer. However, this foundation of Biblical knowledge should not be the end, but rather the start of a deepening relationship with Scripture. Such a relationship requires reflection, especially in the forms of meditation and writing. Local OA churches provide collective “Quiet Time” (QT) in the early morning of each weekday, which students are encouraged to participate in to develop rhythmic habits of “corporate worship and church life”.

PERSONAL PRAYER & CORPORATE PRAYER MEETINGS

OUI strongly encourages students to maintain a daily prayer time. Students are encouraged to establish “set-time prayer”, a prayer given at a specific time of day over a period of time. Students can also do “continuous prayer”, which can be done spontaneously. Local OA churches are open to students to frequent for morning and evening prayer.

Additionally, OUI also recommends students to attend corporate prayer meetings at their local OA church that are being held regularly, at least once per week.

FASTING

Fasting is abstaining from food for a period of time in order to master the cravings of the physical realm, thus opening the self to the spiritual world. Fasting is more than a diet

adjustment – it involves spiritual intensity and prayer intercession. Fasting should always be accompanied with prayer, meditation, and scriptural study. Anyone may fast voluntarily for a personal prayer topic or for self-discipline. However, students are strongly advised to counsel with a local OA church pastor or the OUI Chaplain before deciding to fast.

OUTREACH

OUI desires to train disciples of Jesus Christ to serve as leaders in Christian mission and ministry. Thus, OUI students should not conclude by knowing God. Rather, they must practice the teachings of the scriptures by actively seeking to make Him known to the world. To this end, OUI strongly encourages its students to incorporate daily evangelism into their academic and personal routines.

RETREATS

Regular retreats co-sponsored by affiliate OA churches and ministries feature sustained time for prayer, Bible studies, and fellowship. These gatherings usually take place seasonally and are led by a group of OA pastors, worship leaders, and administrators of affiliate OA churches and ministries. Students frequently assume leadership roles at these gatherings and hold responsibility for organizing event activities. Participants often testify that retreats encourage a deeper spiritual experience, while cultivating stronger community bonds. Retreat locations will vary. Broadcast links are usually provided.

COUNSELING

Students are encouraged to communicate openly, but respectfully, with all OUI staff members, and to seek spiritual guidance at any time. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. OUI also encourages students to maintain ties with OA church leaders throughout their studies.

Students can receive counseling regarding personal spiritual formation from the OUI Chaplain's Office and / or local OA church pastors. OUI also assists students to seek counseling services available in their local areas through referrals from our office.

Evaluation

Grading is Pass/No Pass. No credit is awarded for the Chapel Program. All students who successfully fulfill their responsibilities for Chapel will receive a grade of "P" (Pass). Any

student who does not fulfill his/her responsibilities will receive a grade of “NP” (No Pass).

The Chapel pass/fail grade is based on the following:

- Attendance of broadcasted OUI Wednesday Chapel, or/and designated Local Chapel sessions overseen by the Local Chaplain,
- Reflection on the sermon preached during the OUI Wednesday Chapel or Local Chapel sessions and respond to other students’ reflections,
- Timely submission of an updated Statement of Faith,
- Participation in local church activities (as reported through Site Mentor Survey).

Student will be guided in MyOlivet to submit the email of his/her Site Mentor. The OUI Chaplain’s Office will send the survey link to the email provided. The Site Mentor is responsible for filling out the survey honestly regarding the spiritual condition/situation of that student.

Grading

Grading components are:

- Attendance of OUI Wednesday Chapel or/and Local Chapel sessions: 30%
- Reflection on Chapel sermon and responses to other students: 30%
- Timely submission of an updated Statement of Faith: 10%
- Short Survey & Final Report by Site Mentor (Compulsory to Pass): 30%

Students with grades higher than 60% will receive a “P” grade (Pass). Students with grades lower than 60% will receive a “NP” grade (Not Pass).

Submission of Short Survey & Final Report by Site Mentor is **compulsory** in order for students to receive a “P” grade.

If the student fails to submit any of the required assignments, he or she will receive an automatic “NP”. Any student who receives a quarter grade of “NP” may appeal to the OUI Chaplain’s Office.

Resources

- Students, Local Chaplains and Site Mentors may contact the OUI Chaplain’s Office (chaplain@international.olivetuniversity.edu) with questions concerning Chapel requirements.
- Additional information or announcements concerning the Chapel courses will be posted in the MyOlivet online classroom.

CHAPEL ASSIGNMENT DESCRIPTION

OUI Chapel is an integral part of the learning experience in OUI. Students are required and encouraged to grow spiritually through either OUI Wednesday Chapel and/or designated Local Chapel sessions and participate actively in local Olivet Assembly churches under the guidance of church pastors and OUI Chaplain's Office.

OUI Chapel

- Students are encouraged to participate in the live OUI Wednesday Chapel broadcast every Wednesday, 7PM PST.
- Students can participate in the recorded OUI Wednesday Chapel session that will be uploaded to the MyOlivet online classroom if it is not possible to join due to time difference.
- In place of attending the OUI Wednesday Chapel sessions via live broadcast or MyOlivet online classroom, OUI students may apply to the OUI Chaplain's Office at the beginning of each quarter to participate in maximum eight (8) designated Local Chapel sessions per quarter that are overseen by a Local Chaplain (ideally their local Olivet Assembly (OA) church pastor). These students are still required to attend at least two (2) OUI Wednesday Chapel broadcast sessions per quarter. (*Refer "Requirements for Local Chaplain" section for further information.*)
- Students should write a 150-word summary and a 150-word reflection in the Chapel MyOlivet online classroom's "Discussion" section.
- A 50-word response to other students is required per Chapel session. The OUI Chaplain's Office and / or Academic Advisor may respond to select responses.

Site Mentor Short Survey & Final Report

- The Site Mentor is asked a maximum of 10 Multiple Choice questions concerning the participation of the student in church activities.
- The Site Mentor has the opportunity to recommend the student for counseling from the OUI Chaplain's Office or a pastoral team member on OUI faculty.
- The Site Mentor is invited to share comments and recommendations on the student and his/her spiritual growth.

REQUIREMENTS FOR LOCAL CHAPLAIN

For any Olivet Assembly (OA) local church or mission fellowship with at least 10 OUI students who are its active members and are enrolled in the same Chapel course (either PRAC011 College Chapel or PRAC021 Graduate Chapel) for a specific academic quarter, the particular church / fellowship pastor may apply to the OUI Chaplain's Office to serve as the Local Chaplain that oversees designated Local Chapel sessions for the said students during the specific academic quarter.

Students' participation in these designated Local Chapel sessions serve to replace their required attendance in the OUI Wednesday Chapel for a maximum of eight (8) Local Chapel sessions per quarter. However, these students are still required to attend at least two (2) OUI Wednesday Chapel broadcast sessions per quarter.

Local Chaplain Qualifications

- He/she must be serving in the pastoral team of an OA affiliated church or mission fellowship congregation in which at least 10 OUI students (enrolled in the same Chapel course) are active members and participates in on a weekly or daily basis;
- He/she must be available to the student for interaction, if the student wishes for it, at least once a week;
- He/she must be approved by their regional head office to qualify to mentor OUI students;
- He/she must also be approved by the OUI Chaplain's Office after a process of review that will be carried out at the beginning of every quarter.

Local Chaplain Responsibilities

The Local Chaplain is expected to demonstrate qualities and behaviors exemplary of a Christian leader. The responsibilities of the Local Chaplain are:

- Designate a particular worship service that is held weekly in his/her church or mission fellowship as the Local Chapel that occurs at least 8 weeks of a specific academic quarter;
- Observe students' participation in the Local Chapel sessions and submit the students' attendance report to the OUI Chaplain's Office after every Local Chapel session;
- Submit recordings of the Local Chapel sessions along with an English summary of the message delivered during the sessions to the OUI Chaplain's Office after every Local Chapel session;

- Provide feedback for any improvement on the Local Chapel sessions;
- Notify the OUI Chaplain's Office if students experience any problems with the Local Chapel sessions.

REQUIREMENTS FOR SITE MENTOR

The Site Mentor should be the OA local church pastor. The pastor helps the student set up a spiritual growth plan in the beginning of the quarter and electronically submits a simple survey on the student's church life involvement at the end of the quarter.

Site Mentor Qualifications

- He/she must be leading a church congregation or mission fellowship in which the student is active and participates in on a weekly or daily basis;
- He/she must be available to the student for interaction, if the student wishes for it, at least once a week;
- He/she must be approved by their regional head office to qualify to mentor OUI students.

Site Mentor Responsibilities

The Site Mentor of the Chapel program is expected to demonstrate qualities and behaviors exemplary of a Christian leader. The responsibilities of the Site Mentor are:

- Observing and reporting on the consistency of student participation in Sunday Service, cell group gatherings, prayer meetings and evangelism throughout the quarter;
- Respond to a short survey (maximum 10 Multiple Choice questions) online at the end of the quarter term;
- Provide feedback for any improvement on the Chapel program;
- Notify the OUI Chaplain's Office if students experience any problems with the Chapel program.

Appendices

Appendix A: Local Chaplain Agreement

Local Chaplain Agreement

This agreement establishes the relationship between **Olivet University International** (referred to as the “University”) and (name of the church/fellowship) (referred to as the “Organization”).

For any Olivet Assembly (OA) local church or mission fellowship with at least 10 OUI students who are its active members and are enrolled in the same Chapel course (either PRAC011 College Chapel or PRAC021 Graduate Chapel) for a specific academic quarter, the particular church / fellowship pastor may apply to the OUI Chaplain’s Office to serve as the Local Chaplain that oversees designated Local Chapel sessions for the said students during the specific academic quarter.

Local Chaplain Qualifications

- He/she must be serving in the pastoral team of an OA affiliated church or mission fellowship congregation in which at least 10 OUI students (enrolled in the same Chapel course) are active members and participates in on a weekly or daily basis;
- He/she must be available to the student for interaction, if the student wishes for it, at least once a week;
- He/she must be approved by their regional head office to qualify to mentor OUI students;
- He/she must also be approved by the OUI Chaplain’s Office after a process of review that will be carried out at the beginning of every quarter.

Local Chaplain Responsibilities

The Local Chaplain is expected to demonstrate qualities and behaviors exemplary of a Christian leader. The responsibilities of the Local Chaplain are:

- Designate a particular worship service that is held weekly in his/her church or mission fellowship as the Local Chapel that occurs at least 8 weeks of a specific academic quarter;

- Observe students’ participation in the Local Chapel sessions and submit the students’ attendance report to the OUI Chaplain’s Office after every Local Chapel session;
- Submit recordings of the Local Chapel sessions along with an English summary of the message delivered during the sessions to the OUI Chaplain’s Office after every Local Chapel session;
- Provide feedback for any improvement on the Local Chapel sessions;
- Notify the OUI Chaplain’s Office if students experience any problems with the Local Chapel sessions.

Academic Quarter/Year: _____

 Olivet University International
 (University)

 (Organization)

 (University Official’s Name / Position)

 (Local Chaplain’s Name / Position)

 (University Official’s Signature)

 (Local Chaplain’s Signature)

 (Signed Date)

 (Signed Date)

 (Local Chaplain’s Email)

Appendix B: Site Mentor Agreement

Site Mentor Agreement

This agreement establishes the relationship between **Olivet University International** (referred to as the “University”) and **(name of the church/fellowship)** (referred to as the “Organization”).

The student’s Site Mentor should be an Olivet Assembly (OA) local church pastor. The pastor helps the student to set up spiritual growing plan in the beginning of OUI quarter and electronically submits a short survey on the student’s church life involvement at the end of the quarter term.

Site Mentor Qualifications

- He/she must be leading a church congregation or mission fellowship in which the student is active and participates in on a weekly or daily basis;
- He/she must be available to the student for interaction, if the student wishes for it, at least once a week;
- He/she must be approved by their regional head office to qualify to mentor OUI students.

Site Mentor Responsibilities

The Site Mentor of the Chapel program is expected to demonstrate qualities and behaviors exemplary of a Christian leader. The responsibilities of the Site Mentor are:

- Observing and reporting on the consistency of student participation in Sunday Service, cell group gatherings, prayer meetings and evangelism throughout the quarter;
- Respond to a short survey (maximum 10 Multiple Choice questions) online at the end of the quarter term;
- Provide feedback for any improvement on the Chapel program;
- Notify the OUI Chaplain’s Office if students experience any problems with the Chapel program.

Olivet University International
(University)

(Organization)

(University Official's Name / Position)

(Site Mentor's Name / Position)

(University Official's Signature)

(Site Mentor's Signature)

(Signed Date)

(Signed Date)

(Site Mentor's Email)

Appendix C: Spiritual Growth Plan (Sample)

Below is a sample of a spiritual growth plan template. Students are free to create their unique plans suitable appropriate needs.

Area	Goal	Success Criteria	Action Plan	Notes
Scripture				
Prayer				
Spiritual Maturity				
Boldness in Witnessing				