

Chapel Handbook

2016-2017

September 1, 2016 through August 31, 2017



Olivet University International

international.olivetuniversity.edu

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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 your church's tradition and history.

Requirements

- Bachelor of Arts students are required to pass 9 quarters of PRAC011 College Chapel.
- M.Div. 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 Chapel broadcasts (Wednesdays, 7pm PST). If student misses the live Chapel, he/she may follow up by watching a recording uploaded to the Chapel Classroom of MyOlivet.
- 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 church of Olivet Assembly (OA) 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 Olivet Assembly 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.”

PRAYER

Olivet University 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.

Olivet Assembly churches are open to students to frequent for morning and evening prayer.

Students are encouraged to attend live worship broadcasts, or view the taped recordings later on.

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 University Chaplain before deciding to fast.

OUTREACH

OUI desires to train disciples of Jesus Christ to serve as leaders in Christian mission and ministry. Thus, Olivet’s community members 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 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, biblical studies, and fellowship. These gatherings usually take place seasonally and are led by a group of OA pastors, worship leaders, and administrators at Olivet. 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 at Olivet, while cultivating stronger community bonds. Retreat locations will vary. Broadcast links are provided.

PRAYER MEETINGS

OUI recommends students to attend prayer meetings at their local church.

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. Olivet also encourages students to maintain ties with OA church leaders throughout their studies.

Students can receive counseling regarding personal spiritual formation from the 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 Wednesday Chapel from OUI.
- Reflection on broadcasted message from OUI Chapel and respond to other students.
- Timely submission of an updated statement of faith.
- Participation in church activities (as reported through Site Mentor Survey)

Student will be guided in MyOlivet to submit the email of his/her Site Mentor. The Chapel Office will send the survey 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 Wednesday Chapel: 45%
- Reflection on Chapel sermon and responses to other students: 15%
- Timely submission of an updated Statement of Faith: 10%
- Chapel Program Final Report by Site Mentor: 30%

Undergraduate students with grades higher than 70% and graduate students with grades higher than 80% will receive a "P" grade (Pass). Students with grades lower than 70% for undergraduate students or 80% for graduate students will receive a "NP" grade (not pass.)

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 Chaplain office.

Resources

- Students and Site Supervisors may contact the Chaplain Office (chapel@olivetuniversity.edu) with questions concerning Chapel requirements.
- Additional information or announcements concerning Chapel will be posted in the online classroom.

CHAPEL ASSIGNMENT DESCRIPTIONS

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

Olivet Chapel

- Students are encouraged to participate in the live Chapel broadcast every Wednesday, 7PM PST.
- Students can participate in the recorded Chapel session if it is not possible to join due to time difference.

- Students should write a 150-word summary and a 150-word reflection in the Chapel classroom's "Discussion."
- A 50-word response to other students is required per Chapel session.
- Students are required to provide peer reviews on fellow students' reflections. The Chaplain Office and / or academic advisor will respond to select reviews.

Site Mentor Short Surveys & Final Report

- The Site Mentor is asked a maximum of 10 Yes / No questions concerning the participation of the student in church activities.
- The Site Mentor has the opportunity to recommend the student for counseling from a pastoral team member on faculty.
- The Site Mentor is invited to share comments and recommendations on the student and his/her spiritual growth.

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.

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 approved by their regional head office to qualify to mentor online students
- He/she must be available to the student for interaction, if the student wishes for it, at least once a week.

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.
- Submit a short (less than 10 questions) survey online at the end of the quarter term.
- Provide feedback for any improvement on the Chapel program.
- Notify the Chaplain Office if students experience any problems with the Chapel program.

Appendices

Appendix A: Site Mentor Agreement

Site Mentor Agreement

This agreement establishes the relationship between **Olivet University-International** (referred to as the “University”) and **(name of the organization)** (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.
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- Notify the Chaplain Office if students experience any problems with the Chapel program.

Olivet University

(University)

(Organization)

(College Authorized Signature)

(Organization Authorized Signature)

(Name/Title)

(Name/Title)

(signed date)

(signed date)

Appendix B: 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				