

Exhibits
submitted
to the
Commission on Accreditation
of the
Association for Biblical Higher Education
5850 T.G. Lee Blvd, Suite #130
Orlando, FL 32822

by

Penn View Bible Institute
125 Penn View Drive
Penns Creek, PA 17862

May 15, 2016

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EXHIBIT A

RECOGNITION IN THE COMMONWEALTH OF PENNSYLVANIA

2003-333

Microfilm Number _____

Filed with the Department of State on JAN 19 2005

Entity Number 3277236

Robert C. Cantor
Secretary of the Commonwealth

ARTICLES OF INCORPORATION-DOMESTIC NONPROFIT CORPORATION
DSCB:15-5306 (Rev 90)

In compliance with the requirements of 15 Pa.C.S. § 5306 (relating to articles of incorporation), the undersigned, desiring to incorporate a nonprofit corporation, hereby state(s) that:

1. The **name** of the corporation is: Penn View Bible Institute, Inc.
2. The (a) **address** of this corporation's initial registered office in this Commonwealth or (b) **name** of its commercial registered office provider and the county of venue is:

(a) 125 Penn View Drive, Penns Creek, Pennsylvania 17862 Snyder County
Street City State Zip County

(b) c/o: n/a
Name of Commercial Registered Office Provider County

For a corporation represented by a commercial registered office provider, the county in (b) shall be deemed the county in which the corporation is located for venue and official publication purposes.

3. The corporation is incorporated under the Nonprofit Corporate Law of 1988 for the following purpose or purposes: To own and operate a school and a retirement community.
4. The corporation does not contemplate pecuniary gain or profit, incidental or otherwise.
5. The corporation is organized upon a stock basis.
6. The aggregate number of shares authorized is: 100 shares
(other provisions, if any, attach 8 1/2 x 11 sheet)

7. The name and address, including street and number, if any, of each incorporator is:

Name	Address
<u>God's Missionary Church, Inc.</u>	<u>125 Penn View Drive, Penns Creek, PA 17862.</u>

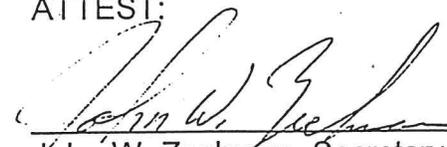
8. The specified effective date, if any, is: N/A
month day year hour, if any

9. Additional provisions of the articles, if any, attach an 8 1/2 x 11 sheet.

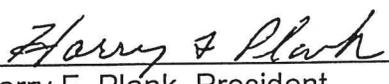
IN TESTIMONY WHEREOF, the incorporator has signed these Articles of Incorporation this 7th day of January, 2005.

ATTEST:

GOD'S MISSIONARY CHURCH, INC:



John W. Zechman, Secretary

BY: 

Harry F. Plank, President



pennsylvania
DEPARTMENT OF EDUCATION

May 9, 2013

To Whom It May Concern:

I am writing this letter at the request of Penn View Bible Institute to verify that institution's standing with the Pennsylvania Department of Education (PDE). The institute offers postsecondary education to Pennsylvania citizens and others who wish to attend the school.

While PDE has no knowledge of the institution's financial status or solvency, I can verify that the institution is operating within the parameters of Pennsylvania law. It is not degree granting and does not award college credit, and therefore does not fall under the State Board of Education regulations for colleges, universities, and seminaries. It also does not provide professional training, so that it does not fall under the State Board of Private License Schools. Nonetheless, Penn View is reviewed by the Division of Veterans Education at PDE for approval for the education of Pennsylvania veterans. While it does not generally appear on lists of institutions at PDE, Penn View is operating openly and properly within this Commonwealth.

Feel free to contact me if you have questions.

Sincerely,

Dr. Rod Niner
Higher Education Associate
Division of Higher and Career Education
Phone: 717-783-9239
RNiner@pa.gov

Commonwealth of Pennsylvania Department of Education

NUMBER 5713



REPORTING CODE 4-16-55-111-9-0000

Void after
Nov 01, 2016

STATE BOARD OF PRIVATE LICENSED SCHOOLS

THIS IS TO CERTIFY THAT

Penn View Bible Institute
125 Penn View Drive
Penns Creek PA 17862

has been granted a license to operate or conduct a PRIVATE LICENSED SCHOOL
in the Commonwealth of Pennsylvania in accordance with the provisions of the act
approved DECEMBER 15, 1986 (ACT 174).

IN WITNESS WHEREOF: The Department of Education has caused this license to
be issued and its seal to be affixed this 12 TH day of November 2015



pennsylvania
DEPARTMENT OF EDUCATION

A handwritten signature in black ink, appearing to read "Pedro Quintana".

Secretary of Education

Dr. Timothy L. Cooley Sr.

From: "Happ, Albert" <ahapp@pa.gov>
To: "Dr. Timothy L. Cooley Sr." <TimCooleySr@pvbi.edu>
Cc: "Landis, Patricia A (PDE)" <plandis@pa.gov>; "Magnani, Jeffrey" <jmagnani@pa.gov>
Sent: Thursday, March 17, 2016 7:41 AM
Subject: RE: Penn View Bible Institute

Tim: Ms. Landis has asked me to reply to your email. The license as a Private Licensed School to offer the program in Church Ministries and the official approval letter of November 6, 2015 should provide adequate confirmation to the accrediting body regarding Penn View's relationship with the Board of Private Licensed Schools and the PDE. We see no need for an addition official letter. Any other programs that Penn View offers would not be approved and would be purely religious, non-degree courses that are not designed to prepare someone for employment. Also, only the program in Church Ministries would be eligible for Title VI funding. The license and my approval letter should be all you need for the accreditors. If questions arise they may contact us.

Albert Happ, Ph.D. | Board Administrator
 Pennsylvania Department of Education | Division of Higher and Career Education
 333 Market Street | Harrisburg PA 17126-0333
 Phone: 717.783.8229 | Fax: 717.772.3622
www.education.state.pa.us

Notice: On ***Friday, July 29th***, the commonwealth will be adding @pa.gov as the primary email domain for all state employees. For example: ahapp@state.pa.us will now be ahapp@pa.gov. The email addresses ending in @state.pa.us will continue to function so that emails will never be interrupted. We appreciate your cooperation as we take a small step to increase the usability and consistency of the commonwealth's online communications.

From: Dr. Timothy L. Cooley Sr. [mailto:TimCooleySr@pvbi.edu]
Sent: Tuesday, March 15, 2016 4:42 PM
To: Landis, Patricia A (PDE)
Cc: Happ, Albert; Magnani, Jeffrey
Subject: Re: Penn View Bible Institute

Thank you for responding.

I wanted the accrediting body to have an expression of your awareness that we continue to offer the nonlicensed programs just as before, without any violation of our licensed status. Do I understand correctly that you would not see that as necessary?

I appreciate your help.

Timothy L. Cooley, Sr., Ph D
 Academic Dean
 Penn View Bible Institute
 125 Penn View Drive
 Penns Creek, PA 17862

www.pvbi.edu
 (570) 837-1855 x 1127

----- Original Message -----

From: [Landis, Patricia A \(PDE\)](mailto:plandis@pa.gov)
To: [Dr. Timothy L. Cooley Sr.](mailto:TimCooleySr@pvbi.edu)
Cc: [Happ, Albert](mailto:ahapp@pa.gov) ; [Magnani, Jeffrey](mailto:jmagnani@pa.gov)
Sent: Tuesday, March 15, 2016 2:30 PM

Subject: RE: Penn View Bible Institute

Dr, Cooley –

The license as a Private Licensed School should serve the purpose that was previously served with the letter. The letter was only provided because you did not have an official status with PDE at the time. Now that you are licensed, that should be the document that they need to see. Thanks for checking.

Patricia Landis | Division Chief
Department of Education | Division of Higher and Career Education
333 Market Street | Hbg PA 17126
Phone: 717.783.8228 | Fax: 717.772.3622
www.education.pa.gov

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is confidential. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender and then delete the communication from your electronic mail system.

From: Dr. Timothy L. Cooley Sr. [mailto:TimCooleySr@pvbi.edu]
Sent: Monday, March 14, 2016 12:26 PM
To: Landis, Patricia A (PDE)
Cc: President@pvbi.edu
Subject: Penn View Bible Institute

Thank you for your helpfulness through these times of growth for Penn View.

In the past, PDE has provided a letter that explained Penn View's relationship with PDE. I have attached the last one we received in 2013 for your reference. Carol Gisselquist had prepared the same basic letter in 2003.

We are submitting our Self-Study in May and are planning for an ABHE Evaluation Team Visit October 12-14, 2016. Could you prepare a letter stating our current relationship with PDE? I realize it could not be exactly like the previous letter, but could it state that we are now a Private Licensed School with one program approved, that we are continuing to offer the other programs as before on a non-degree, non-licensed basis, and that Penn View is operating within the parameters of Pennsylvania law?

We would certainly appreciate your help in this matter.

Timothy L. Cooley, Sr., Ph D
Academic Dean
Penn View Bible Institute
125 Penn View Drive
Penns Creek, PA 17862

www.pvbi.edu
(570) 837-1855 x 1127

This email has been checked for viruses by Avast antivirus software.

EXHIBIT B

ORGANIZATION CHART

The following figure presents the Organizational Reporting Structure:

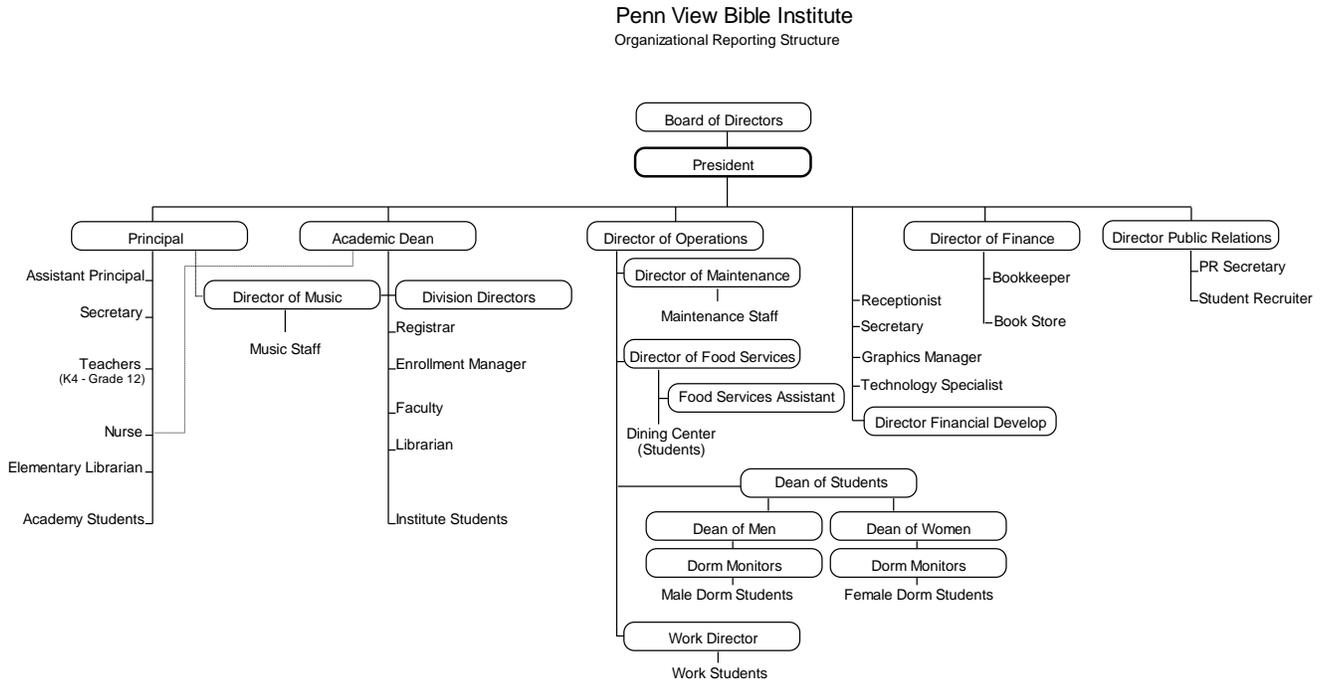


EXHIBIT C

ACADEMIC ACCEPTANCE BY OTHER INSTITUTIONS

Summary Letter

Following is text from a letter sent by the Academic Dean to facilitate acceptance of PVBI graduates at other colleges and universities.

May 4, 2016

To Whom It May Concern:

Penn View is a quality school that trains pastors, missionaries, musicians, school teachers, and many Christian workers. Penn View offers four-year, postsecondary programs that culminate in an Advanced Diploma. Graduates are serving in many states of the U.S. and in 14 other countries. The school has not offered degrees because the leaders had feared the nature of regulations in the state of Pennsylvania might interfere with religious commitments. On March 17, 2009, the Board and the administration reviewed that decision and, believing that it will not require compromise in our religious commitments, have committed to pursue degree granting approval in Pennsylvania and accreditation with the Association for Biblical Higher Education (ABHE, 5850 T.G. Lee Blvd, Suite #130, Orlando, FL 32822; phone 407-207-0808, web site: <http://www.abhe.org>). We submitted our application to ABHE, and on February 20, 2010 were granted applicant status. The ABHE Staff Consultant was on campus August 9-10, 2010, March 29, 2011, March 5-6, 2012, March 17-18, 2014 and March 30-31, 2015, rendering a favorable report each time. Penn View received an Evaluation Team visit, April 24-26, 2013, and then on February 18, 2014, the Commission on Accreditation granted the institution Candidate Status. This is a pre-accredited status granted to those institutions that show promise of achieving accreditation within a maximum of five years. ABHE is recognized as a national, faith-based accrediting agency by the Council for Higher Education Accreditation (CHEA, <http://www.chea.org>) and is listed by the United States Department of Education (<http://www.ed.gov>) as a recognized national, institutional accrediting agency. Other information relating to PVBI accreditation is also available at <http://www.pvbi.edu/ABHE.html>.

Students at Penn View Bible Institute pursue a course of study just like at other colleges. The “course hours” are equivalent to “semester hours” at other colleges and are based on 16 clock hours of class time. Twelve (12) course hours constitutes a full-time load. Most students carry between 12 and 18 course hours per semester. In December 2006 and December 2010, our student survey revealed that students spent about the same number of hours per week studying and preparing for classes as the national average reported on the National Survey for Student Engagement at the time. (See <http://nsse.iub.edu>.) In December 2014, 66% of the respondents indicated they spend more than 15 hours each week preparing for class (studying, reading, writing, rehearsing, and other activities related to the academic program). Students attend class sessions over a sixteen-week semester, write college-level papers, take examinations, and complete reading assignments—all the normal requirements for college. Our four-year programs require 126 to 135 course hours and require four to four and a half years to complete. Graduates have attended more than a dozen different graduate schools and seminaries and have done very well in their advanced studies.

The following is a list of colleges that have given transfer credit for courses taken at Penn View Bible Institute.

Allegheny Wesleyan College, Salem, OH 44460. Accredited by the Commission on Accreditation of the Association for Biblical Higher Education. I have attached a copy of their February 28, 2014 letter stating that they accept PVBI credits in transfer. Web site: <http://www.awc.edu>

California University of Pennsylvania, California, PA 15419. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The university is a member of the Pennsylvania State System of Higher Education; more than 80% of the academic programs are also accredited by national agencies.
Web site: <http://www.calu.edu>

God's Bible School, Cincinnati, OH 45210. Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Accredited by the Commission on

Accreditation of the Association for Biblical Higher Education. I have attached a copy of their February 28, 2014 letter stating that they accept PVBI credits in transfer.
Web site: <http://www.gbs.edu>

Harrisburg Area Community College, Harrisburg, PA 17110-2999. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. A number of their programs have earned special accreditation. Web site: <http://www.hacc.edu>

Hobe Sound Bible College, Hobe Sound, FL 33455. Accredited by the Commission on Accreditation of the Association for Biblical Higher Education. I have attached a copy of their March 6, 2014 letter stating that they accept PVBI credits in transfer. Web site: <http://www.hsbc.edu>

Indiana Wesleyan University, Marion, IN 46953. Accredited by Higher Learning Commission of the North Central Association. Web site: <http://graduate.indwes.edu>

Jackson Community College, Jackson, MI. Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Web site: <http://www.jackson.cc.mi.us>

Kentucky Mountain Bible College, Jackson, KY. Accredited by the Commission on Accreditation of the Association for Biblical Higher Education. Web site: www.kmbc.edu

Lancaster Bible College, Lancaster, PA 17608. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Accredited by the Association for Biblical Higher Education. Web site: <http://www.lbc.edu>

Marymount Manhattan College, New York, NY 10021. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.
Web site: <http://marymount.mmm.edu>

Ohio Christian University, Circleville, OH 43113. Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Accredited by the Commission on Accreditation of the Association for Biblical Higher Education.
Web site: <http://www.ohiochristian.edu/>

Penn College of Technology, Williamsport, PA 17701. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The college is a special mission affiliate of Penn State, committed to applied technology education.
Web site: <http://www.pct.edu>

Pensacola Christian College, Pensacola, FL 32523. Accredited by the Accreditation Commission of the Transnational Association of Christian Colleges and Schools (TRACS, 15935 Forest Road, Forest, VA 24551). TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Web site: <http://www.pcci.edu>

Sometimes the first transfer a college accepts is made on a probationary understanding. After a student completes a certain number of hours (perhaps 15), maintaining a sufficient grade point average, the credits are then considered accepted.

A number of graduate schools have accepted our graduates for further study:

Baptist Bible College & Seminary (now **Summit University**), Clarks Summit, PA 18411. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The college is accredited by the Commission on Accreditation of the Association for Biblical Higher Education. The Teacher Education programs are approved by the Association of Christian Schools International and are approved for Pennsylvania state certification. In November 2008, Linda Clough (1984 graduate) was accepted, and she graduated May 11, 2013 with their Master of Education degree, summa cum laude. Jaron Byler (2004 graduate) was accepted in the summer of 2009, Brent Lenhart (2005 graduate) in August of 2013, and Jenna Kratz (2014 graduate) in May of 2015. I have attached a copy of their September, 26, 2011 letter stating that they accept PVBI graduates. Web site: <http://www.bbc.edu>

Cincinnati Christian University, Cincinnati, OH 45204 (formerly Cincinnati Bible Seminary).

Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and by the Association of Theological Schools. In the spring of 2002, Roseanne Gordon Evans (1997 graduate) received her Master of Arts in Counseling. Another graduate, William O'Connor (1996 graduate) was accepted there but later took a teaching position in a Christian school, then transferred and graduated from Trinity Theological Seminary. I have attached a copy of their May 3, 2005 letter stating that they accept PVBI graduates.

Web site: <http://ccuniversity.edu>

Evangelical Theological Seminary, Myerstown PA 17067 (formerly Evangelical School of Theology).

Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and by the Association of Theological Schools. Rodney Watkins (1980 graduate) graduated from ETS in 1987, and Timothy Cooley, Sr. (1973 graduate) graduated in 1988 with the Master of Arts in Religion. Several others have attended. Across the years, the administration has expressed definite satisfaction with our graduates and a desire to have future graduates consider attending the seminary. Greg Hobelman (2001 graduate) took courses at ETS in the fall of 2003. (He later joined the military; see below.) In May 2007, Jeremy Morford (2003 graduate) was accepted to begin the Master of Arts in Marriage and Family Therapy; he graduated May 14, 2011. In August 2009, Stefan Paulus (2001 graduate) was accepted, and he graduated May 9, 2014. I have attached copies of their letters of April 11, 2012, June 4, 2002, and March 11, 1986 stating that they accept PVBI graduates. This has been a long-term relationship.

Web site: <http://www.evangelical.edu>

Wesley Biblical Seminary, Jackson, MS 39206. Accredited by the Association of Theological Schools

in the United States and Canada and by the Commission on College Accreditation of the State of Mississippi. Shelley Chapman (1977 graduate) completed a Master of Arts in Religion at Wesley Biblical Seminary in 1984, then she went to University of Maryland (Baltimore County), for a Master of Arts in Teaching English to Speakers of Other Languages. Edwin Hostetter (1980 graduate) furthered his studies at Hobe Sound Bible College, then went on to receive a Master of Arts in Biblical Literature from WBS in 1984. Both graduated with high honors. Edwin Hostetter subsequently completed a Ph. D. at Johns Hopkins. Shelley Chapman completed a Ph. D. in Leadership and Change at Antioch University (2007). More recently WBS had accepted a few of our graduates but they did not actually enroll there. July 2014, Chester Handfield (2012 graduate) was accepted to the Master of Divinity program and by summer of 2015 had completed 15 semester hours with good grades. I have attached a copy of their May 23, 2014 letter stating that they accept PVBI graduates. Web site: <http://wbs.edu>

Azusa Pacific University, Azusa, California 91702. Accredited by the Accrediting Commission for

Schools of the Western Association of Schools and Colleges. Paul Confer (1979 graduate) graduated from Azusa Pacific University with a Master of Arts in Sociology (Human Resource Development) in 1990. Web site: <http://www.apu.edu>

Later Paul graduated from Asbury Theological Seminary, Wilmore, Kentucky, with a Master of Arts in Missiology. Web site: <http://www.ats.wilmore.ky.us>

Biblical Seminary, Hatfield, PA 19440. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and by the Association of Theological Schools. On June 29, 2009, the Vice President for Student Advancement agreed to consider Penn View Bible Institute graduates on a case-by-case basis. Web site: <http://www.biblical.edu>

Bob Jones University, Greenville, SC 29614. Accredited by the Accrediting Commission of the Transnational Association of Christian Colleges and Schools (<http://tracs.org>), which is recognized by both the United States Department of Education and the Council for Higher Education Accreditation. On May 27, 2015, Julia Sickler (2011 graduate) was accepted on their Master of Music program. Web site: <http://www.bju.edu>

Columbia International University, Columbia, SC 29203. Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the associate,

baccalaureate, master's, first professional, and doctoral levels. Accredited by the Commission on Accreditation of the Association for Biblical Higher Education. Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools. The university is further an affiliate campus of the Council for Christian Colleges and Universities. Timothy Cooley, Sr. (1973 graduate), after graduating from Evangelical Theological Seminary (1988), graduated from the Doctor of Education program, May 14, 2011. In the summer of 2010, both the graduate school and the seminary had expressed their willingness to accept Penn View Bible Institute graduates for graduate studies. On August 31, 2012, Philip Geise was accepted to the Master of Education program (Education Administration), and he graduated May 16, 2015. In January 2014, Paul Ryan (2012 graduate) was accepted to their Master of Arts program (Theological Studies, Program 2 for college graduates who have at least 30 semester hours of Bible, theology, or church history) and will graduate May 2016. On June 24, 2015, Angela Thornton was accepted to their Master of Education program. Web site: <http://www.ciu.edu>

Duquesne University, Pittsburgh, PA 15282. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Lucas Shrouf (2002 graduate) was accepted at Duquesne's Mary Pappert School of Music and began working toward a Masters in Sacred Music (2003-2004). The faculty there evaluated him through an audition, and they welcomed him warmly. Later he took a music position with a church and transferred to Southeastern Theological Seminary. Web site: <http://www.duq.edu> and <http://www.music.duq.edu>

God's Bible School and College, Cincinnati, OH 45210. Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Accredited by the Commission on Accreditation of the Association for Biblical Higher Education. Master of Arts in Ministry (36 hours) and Master of Arts in Biblical Studies (36 hours). Web site: <https://www.gbs.edu/academics/graduate-program/>

Indiana Wesleyan University, Marion, IN 46953. Accredited by Higher Learning Commission of the North Central Association. Philip Brenizer (1997 graduate) was accepted in 2005 and received the Master of Arts in Ministerial Leadership in April of 2008. Web site: <http://graduate.indwes.edu>

Liberty University, Lynchburg, VA 24502. Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Since 2007, the following graduates have been accepted: Pamela (Patterson) Stence (2005 graduate), Christine (Cecil) Randolph (1985 graduate), Kathy (Dell) Cackowski (1998 graduate), Jonathan Miller (2005 graduate), Benjamin Sickler (2002 and 2003 graduate with two majors), Stephen Miller (1994 graduate), Anita (Baum) Ritchey (1995 graduate), Tabitha Cooley (1994 graduate) and Philip Geise (2000 graduate) roughly in this order. Kathy Cackowski graduated with the Master of Education in May 2009, Christine Randolph in June 2010, and Tabitha Cooley in August 2011. On May 2, 2012, Jonathan Miller received his Master of Arts in Professional Counseling (60-hour program). The same month, Anita Richey also graduated with a Master of Arts in counseling, and then in July passed the Ohio state licensing exam. I have full grade reports for Jonathan Miller, Christine Randolph and Tabitha Cooley, so I know that they all have grade point averages of 4.0 for their entire program at Liberty. In the summer of 2012, Philip Geise transferred to Columbia International University. The Liberty University Education department is no longer accepting PVBI students to their graduate level licensure programs because Virginia state regulations for teacher licensure specifically require a regionally accredited bachelor's degree. Web site: <http://www.liberty.edu>

Maranatha Baptist University, Watertown, WI 53094. Accredited by the Higher Learning Commission of the North Central Association. On May 31, 2012, Michael Mason (1999 graduate) was accepted to their Master of Arts in Church Music program, and on November 4, 2015, Jaylena (Mowery) McDowell (2012 graduate) was accepted as well. Web site: <http://www.mbbc.edu/seminary>

Moody Theological Seminary, Chicago, IL 60610. Moody is accredited by the Commission on Accreditation of the Association for Biblical Higher Education and by the Higher Learning Commission of the North Central Association of Colleges and Schools. Steven Mowery (1982 graduate) graduated with the Master of Arts in Ministry in 1994 and is currently teaching here at

Penn View. Paul Sickler (1973 graduate) graduated with the Master of Arts in Ministry in 1996. Web site: <http://www.moody.edu> and <http://mmm.moody.edu/GenMoody>

Northwest Nazarene University, Nampa, ID 83686. Accredited by the Northwest Commission on Colleges and Universities. Greg Hobelman (2001 graduate) after taking some classes at Evangelical Theological Seminary, was accepted by Northwest, September 9, 2013 to pursue the Master of Divinity (Christian Education).

Web site: <http://www.nnu.edu/academics/graduate-programs>

Ohio Christian University, Circleville, OH 43113. Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Accredited by the Commission on Accreditation of the Association for Biblical Higher Education. Mark Fultz (1992 graduate) graduated May 2, 2015 from the Master of Arts in Ministry (Pastoral Care and Counseling Concentration).

Web site: <http://www.ohiochristian.edu/>

Southeastern Baptist Theological Seminary, Wake Forest, NC 27588. Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and by The Association of Theological Schools in the United States and Canada. Lucas Shrout (2002 graduate) transferred from Duquesne and began studies in the 2004-2005 academic year. On August 17, 2012, Lucas received a special Presidential Scholarship directly from President Daniel L. Akin. Lucas graduated May 16, 2015. Web site: <http://www.sebts.edu>

Trinity Theological Seminary, Newburgh, IN 47630. Trinity has held various types of academic approval across the years and annually obtains comprehensive academic evaluations made by faculty from other accredited institutions. William O'Connor (1996 graduate) graduated in 2006 with a Master of Arts in Religious Education. Web site: <http://www.trinitysemeu>

Penn View Bible Institute is approved by the Department of Veterans Affairs for the education of veterans and by US Citizenship and Immigration Services (since 1976), for the education of F-1 non-immigrant alien students (School Code: PHI214F00321000). Greg Hobelman (mentioned above) joined the military and was granted an advanced promotion in the grade of E4/SPC (May 2005) based on his advanced diploma from Penn View.

As you may have noticed above, I graduated in 1988 from Evangelical Theological Seminary with a Master of Arts in Religion. I also graduated May 14, 2011 from the 66-semester-hour Doctor of Philosophy (Higher Education Leadership) program at Columbia International University, Columbia, South Carolina.

I have personally attended the Annual Conventions of the Association for Biblical Higher Education (formerly the Accrediting Association of Bible Colleges), every year since 1983, and across the years, we have endeavored to maintain similarly high levels of education. Penn View Bible Institute continues to make progress toward accreditation with the Commission on Accreditation of the Association for Biblical Higher Education.

If I can help with any additional explanations, please call, email me at TimCooleySr@pvbi.edu, or write.

Sincerely,

Timothy L. Cooley, Sr., Ph D
Academic Dean





March 9, 2016

Dr. Timothy L. Cooley, Sr.
Academic Dean
Penn View Bible Institute
125 Penn View Drive
Penns Creek, PA 17862

Dr. Cooley,

This letter is to provide confirmation that Summit University will continue to accept Penn View credits for transfer into our degree programs as well as accept your four year programs as meeting our bachelor's degree requirements for entrance into our graduate programs.

Summit University is accredited by the Association for Biblical Higher Education (ABHE), 5850 T G Lee Blvd - Suite 130, Orlando, Florida 32822 and Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104.

If I can be of other service, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'H. Howard Hicks'.

H. Howard Hicks
Registrar

Office of the Registrar
Ph: 513-244-8170
Fx: 513-244-8453
Don.thomason@CCUniversity.edu
Joni.walker@CCUniversity.edu
Christine.catalano@CCUniversity.edu



May 3, 2005

To Whom It May Concern:

Cincinnati Christian University has accepted credits from Penn View Bible Institute in the past and will continue to consider transfer credits on a case by case basis. One of their graduates was admitted to our Seminary based on a degree completed through Penn View. She was a quality student and graduated in 2002 with a Master of Arts in Counseling.

Please contact me if you need any additional information.

In His Service,

A handwritten signature in black ink, appearing to read "Don Thomason", written over a horizontal line.

Don Thomason
Registrar

EVANGELICAL

SCHOOL OF THEOLOGY

June 4, 2002

The Rev. Mr. Timothy Cooley
Penn View Bible Institute
PO Box 970
Penn's Creek, PA 17862

Dear Rev. Cooley:

The purpose of this letter is to confirm that students graduating from the four-year program at Penn View Bible Institute are welcome to apply to the degree programs at Evangelical School of Theology.

Several students from Penn View have matriculated and graduated from Evangelical in both the Master of Divinity and Master of Arts in Religion programs in past years. The students from Penn View were properly prepared for graduate study and performed well at Evangelical.

We look forward to additional applicants from Penn View in the future. God bless your efforts to provide a quality educational experience for God's people.

With every good wish, I am

Sincerely yours,



Kirby Nelson Keller
President

KNK/hsd



WBS | Preach the Word. Reach the World.

May 23, 2014

Rev. Dr. Timothy Colley, Sr.
Academic Dean
Penn View Bible Institute
125 Penn View Drive
Penns Creek, PA 17862-0970

Dear Dr. Cooley,

This letter is to verify Wesley Biblical Seminary's recognition and acceptance of undergraduate academic credits from Penn View Bible Institute. Graduates of Penn View Bible Institute who meet the standard admissions requirements of Wesley Biblical Seminary will receive the same full and equal consideration for admission as applicants from colleges holding regional or ABHE accreditation.

Penn View has sent well-prepared people to Wesley Biblical Seminary. We look forward to serving the graduates of PVBI and welcome their applications for further study at WBS.

Sincerely,

Gareth Lee Cockerill, Ph.D.
Wesley Biblical Seminary
Vice President for Academic Affairs, Academic Dean
P. O. Box 9938
Jackson, MS 39286-0938
601-366-8880, ext 112



ALLEGHENY WESLEYAN COLLEGE

2161 Woodsdale Road • Salem, OH 44460 • 800.292.3153 • 424.228.3006 (fax) • college@awc.edu

February 28, 2014

To Whom It May Concern:

Allegheny Wesleyan College of Salem, Ohio is accredited by the Association for Biblical Higher Education (ABHE), 5850 T. G. Lee Blvd, Suite 130, Orlando, Florida (Telephone 407-207-0808; Email info@abhe.org).

Allegheny Wesleyan College has accepted and continues to accept transfer of credit from students who attend Penn View Bible Institute in any of the programs:

- Advanced Diploma in Biblical Studies
- Advanced Diploma in Child Evangelism
- Advanced Diploma in Christian Education (Elementary)
- Advanced Diploma in Christian Education (Secondary English)
- Advanced Diploma in Christian Education (Secondary Social Science)
- Advanced Diploma in Christian Music Education
- Advanced Diploma in Hispanic Studies
- Advanced Diploma in Ministerial Studies
- Advanced Diploma in Missionary Studies
- Advanced Diploma in Missionary Aviation
- Advanced Diploma in Missionary Nursing
- Certificate in Biblical Studies

Signed on behalf of Allegheny Wesleyan College,

A handwritten signature in cursive script that reads "Jeanne A. Zvaritch".

Jeanne Zvaritch
Registrar
Allegheny Wesleyan College

(Please feel free to contact me if you have any questions at college@awc.edu.)

Signed on behalf of Penn View Bible Institute

A handwritten signature in cursive script that reads "Timothy L. Cooley, Sr.".

Timothy L. Cooley, Sr., Ed D
Academic Dean
Penn View Bible Institute



**GOD'S BIBLE SCHOOL
& COLLEGE**

February 28, 2014

God's Bible School and College (GBSC) of Cincinnati, Ohio is a member of the North Central Association of Colleges and Schools and is accredited by the Higher Learning Commission (see institutional profile at <http://s.gbs.edu/ncahlc>). GBSC is also a member of the Association for Biblical Higher Education, 5850 T.G. Lee Blvd, Suite 130, Orlando, Florida (telephone 407-207-0808; email info@abhe.org) and is accredited by its Commission on Accreditation.

God's Bible School and College has accepted and continues to accept transfer of credit from students who attend Penn View Bible Institute in any of the programs:

- Advanced Diploma in Biblical Studies
- Advanced Diploma in Child Evangelism
- Advanced Diploma in Christian Education (Elementary)
- Advanced Diploma in Christian Education (Secondary English)
- Advanced Diploma in Christian Education (Secondary Social Science)
- Advanced Diploma in Christian Music Education
- Advanced Diploma in Hispanic Studies
- Advanced Diploma in Ministerial Studies
- Advanced Diploma in Missionary Studies
- Advanced Diploma in Missionary Aviation
- Advanced Diploma in Missionary Nursing
- Certificate in Biblical Studies

Signed on behalf of God's Bible School and College,

Aaron D. Profitt

Vice President for Academic Affairs

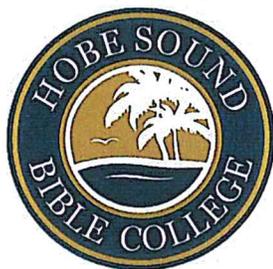
(Please feel free to contact me with any questions at aprofitt@gbs.edu.)

Signed on behalf of Penn View Bible Institute

Timothy L. Cooley, Sr., Ed D

Academic Dean

Penn View Bible Institute



HOBE SOUND BIBLE COLLEGE

PO BOX 1065 - HOBE SOUND, FL 33475 - 772.546.5534 - HSBC.EDU

March 6, 2014

Hobe Sound Bible College of Hobe Sound, Florida is accredited by the Association for Biblical Higher Education (ABHE), 5850 T. G. Lee Blvd, Suite 130, Orlando, Florida. Telephone 407-207-0808 Email info@abhe.org

Hobe Sound Bible College has accepted and continues to accept transfer of credit from students who attend Penn View Bible Institute in any of the programs:

- Advanced Diploma in Biblical Studies
- Advanced Diploma in Child Evangelism
- Advanced Diploma in Christian Education (Elementary)
- Advanced Diploma in Christian Education (Secondary English)
- Advanced Diploma in Christian Education (Secondary Social Science)
- Advanced Diploma in Christian Music Education
- Advanced Diploma in Hispanic Studies
- Advanced Diploma in Ministerial Studies
- Advanced Diploma in Missionary Studies
- Advanced Diploma in Missionary Aviation
- Advanced Diploma in Missionary Nursing
- Certificate in Biblical Studies

Signed on behalf of Hobe Sound Bible College

Clifford W. Churchill, Ed D

Academic Dean

Hobe Sound Bible College

(Please feel free to contact me if you have any questions at cliffchurchill@hsbc.edu.)

Signed on behalf of Penn View Bible Institute

Timothy L. Cooley, Sr., Ed D

Academic Dean

Penn View Bible Institute

EXHIBIT D

ACADEMIC PROGRAM REQUIREMENTS

Program	Bible / Theology credits required by ABHE/PVBI	General Education credits required by ABHE/PVBI	Professional Education credits required by ABHE/PVBI	Total credits required by PVBI	Scheduled for Review
Advanced Diploma in Biblical Studies	30/59	36/43	18/24	126	2016
Advanced Diploma in Child Evangelism	30/50	36/43	18/33	126	2017
Advanced Diploma in Christian Education (Elementary)	30/30	36/57	18/48	135	2018
Advanced Diploma in Christian Education (Secondary English)	30/30	36/60	18/45	135	2018
Advanced Diploma in Christian Education (Secondary Social Science)	30/35	36/55-58*	18/42-45*	135	2018
Advanced Diploma in Christian Music Education (Piano Major)	30/30	36/39	18/70	139	2018
Advanced Diploma in Christian Music Education (Not Piano Major)	30/30	36/39	18/67	136	2018
Advanced Diploma in Hispanic Studies	30/45	36/45	18/45	135	2019
Advanced Diploma in Ministerial Studies	30/51	36/42	18/39	132	2016
Advanced Diploma in Missionary Nursing (Shared Program)	30/30	36/40	18/50	120	2019
Advanced Diploma in Missionary Studies	30/48	36/45	18/42	135	2019
Certificate in Biblical Studies	12/15	NA/13	NA/2	30	2016

With the exception of the Christian Music Education Program, General Education requirements have been expanded to comply with the Pennsylvania Department of Education requirement of 40 semester credit hours of general education in a baccalaureate degree. The re-categorization of courses has not yet been reflected in the *Catalog*.

*These numbers depend on whether the missions elective is counted as General Education or Professional Education.

EXHIBIT E
BOARD HANDBOOK

Penn View Bible Institute

Board of Directors Handbook

Approved March 08, 2016

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The Board of Directors of Penn View is an integral part of the institution. The board maintains the Mission of the School. This handbook leads you in understanding the expectations of your fellow board members and those who have previously served.

The Constitution and Bylaws of the school are included so that you may be able to understand the foundation of the school, itself. This document defines the school. At times this document may need to change. You will understand how those changes will take place. The position you now hold is clearly defined for you in that document and this handbook.

The history of the school and the layout of the school property allow us to understand the vision of those who founded the institution and the progress that has been made throughout the years of her existence. The history of the school defines the future. The future builds upon the work of those who have gone before. Take time to learn about those who have led and founded the school.

An organizational chart is included so that you may understand person's position throughout the school. Accountability and oversight are your assignments. You are not a teacher, but an overseer. Understanding what you are overseeing is essential in proper oversight. Familiarize yourself with this chart and follow its direction in relating to those throughout the school.

We desire to grow as board members. Therefore, we remind ourselves of our own job description through assessment and education. Those who are charged with accountability and oversight must keep themselves accountable by inviting oversight. We do this through assessment and education. When we don't know what to do, we pray and attempt to learn together how to proceed.

The most important task we will do as a board is to select a president and support, oversee and hold accountable that president. As we assess, oversee and work with the president we are directing the school through supporting the president and creating a supportive, but accountable working environment.

May God, Our Father, lead us through the Holy Spirit to keep His Work faithful to His principles and commission.

Constitution and Bylaws

Constitution

Of

Penn View Bible Institute, Inc.

PREAMBLE

With the firm conviction that orderly process is essential to the government of a Christian college we, the Board of Directors of Penn View Bible Institute, Inc., do enact this constitution,

Article I

NAME:

The corporation shall be named Penn View Bible Institute, Inc., a Pennsylvania non-profit corporation, a division of God's Missionary Church, Inc. It shall be located in Penns Creek, Snyder County, Pennsylvania, and shall be operated as an interdenominational, Christian institution of higher learning.

MISSION STATEMENT

To prepare Christ-like Servant Leaders, through higher education that engages spiritual transformation, academic excellence, social integrity, and practical experience, in the conservative Wesleyan-Arminian tradition to fulfill our Lord's Great Commission.

Article II

PURPOSE

This institution shall provide post-secondary education and training for people in an atmosphere which will be conducive to the development of Christian character and ideals. To this end, it shall be maintained through academic excellence, total devotion and dedicated service, based on principles of the scriptural doctrine and an experience of the Wesleyan interpretation of entire sanctification. The school will prepare men and women by conducting such educational programs as shall be deemed essential to the providing of such education, with the provision that the primary interest shall be devoted to that of the Bible college program for the training of Christian workers.

We propose to offer training to meet the student's fourfold need:

SPIRITUALLY

- To know Christ as personal Savior and to make a total consecration of one's life to Christ in entire sanctification
- To cultivate an increasingly intimate relationship with Christ and a holy character reflective of biblical teaching
- To cultivate a love for the Bible as the Word of God, as the source of our knowledge of salvation, as the source of our worldview, and as the guide for holy living

INTELLECTUALLY

- To understand basic Bible content and doctrine
- To construct a biblical worldview
- To obtain general knowledge and to develop intellectual skills of inquiry, analysis, critical thinking, written and oral communication, and ethical reasoning
- To establish an adequate intellectual foundation for professional ministry

SOCIALLY

- To become effective in the cultivation of interpersonal relationships
- To develop communication skills, professional courtesy, and a culture of mutual understanding
- To become a responsible member of social structures such as family, church, nation, and world

PRACTICALLY

- To apply the biblical worldview in problem-solving and in decision-making that includes seeking divine guidance
- To achieve entry-level proficiency in professional Christian service
- To develop commitment to lifelong learning

Article III

DOCTRINAL STATEMENT

Penn View Bible Institute adheres to the historic Christian faith as expressed in the Wesleyan-Arminian position.

The Bible, consisting of the sixty-six canonical books of the Old and New Testaments, is the plerarily inspired Word of God and is inerrant and infallible in the autographs.

There is one God, eternally coexistent in three Persons: Father, Son, and Holy Spirit.

Jesus Christ is the only begotten Son of God. He was conceived of the Holy Spirit, born of the Virgin Mary, died on the cross for the sins of mankind, was buried, and rose from the dead on the third day following. He ascended to heaven where He is presently seated at the right hand of God to make intercession for the believer. At a time known only to the Father, He will return in power and glory to receive His disciples and to judge the world.

The Holy Spirit, third Person of the Trinity, is the operative Agent in the redemption of mankind. Likewise, He enables men to understand truth, imparts life to those who repent and believe, and abides as the Comforter of the children of God.

Man was created by God in His own image. Through willful disobedience the first man fell from his original righteousness, incurring both physical and spiritual death. Thus sin came upon the whole human race.

Salvation is by grace through faith in Christ, whose death alone was meritorious in securing salvation for men. Full salvation is received in two crisis experiences. Initially the one who truly repents of his sins and exercises faith in Christ is justified, thus being restored to a right relationship with God through Christ; regenerated, thus receiving new life and the ability to live above willful sin; and adopted, thus becoming a true child of God. Subsequently, the believer may by faith receive the fullness of the Spirit through which the heart is cleansed from all sin and the believer is empowered for effective service. This is termed entire sanctification. These experiences with God can only be maintained by a consistent walk of obedience and faith.

At the second coming of Christ to the earth, there will be a resurrection of all men; of the saved to everlasting bliss in the presence of God, and of the unsaved to everlasting punishment.

Bylaws

Article IV

BOARD ORGANIZATION

Section 1

Penn View Bible Institute, Inc. (hereafter called the "school") is a private Christian educational institution which is under the supervision and control of a Board of Directors (hereafter called the "Board"). The Board shall consist of seven members in addition to the school's President and the Conference President of God's Missionary Church, Inc.; four of which shall be ordained ministers, and three shall be laymen who are current members in good standing of God's Missionary Church. This seven-member elected board shall be maintained and continued as follows:

- a. The General Board shall meet with the school's President. This combined group shall select a minimum of five persons who are members of God's Missionary church, and they shall present the names of these nominees to the General Conference. Three nominees shall be presented for each ordained minister to be

elected and two nominees for each layperson to be elected, each to serve a three-year term.

b. The Conference President shall serve as chairman. In the absence of the Conference President, the conference Vice President shall serve as vice-chairman.

c. The President of Penn View Bible Institute will be selected in a combined board meeting with the general board of the God's Missionary Church, Inc. and the Penn View Board of Directors. The Board of Directors will make the decision to hire and set the tenure of the President. The President shall be an ordained minister of God's Missionary Church, Inc.

Section 2.

The Board shall carry out the following duties in accordance with these Bylaws and with such subsidiary rules as it may from time to time adopt:

- a. Establish the basic policies, programs and objectives of the School.
- b. Elect its own secretary and committees.
- c. Review and give approval each year of the basic financial program of the school, including its budget and schedule of salaries and benefits; provide for an annual audit of the School's financial records: and institute such procedures and policies as it finds appropriate to ensure efficiency and accountability in the management of the School's financial affairs.
- d. Review and give prior approval over all capital expenditures, purchases and disposition of property above specified monetary values which it shall set.

- e. Establish and/or give approval of the basic organizational structure and lines of control within the School.
- f. Modify this Constitution and Bylaws as appropriate (Article XI)
- g. Maintain good lines of communication and cooperation between the School and God's Missionary Church regarding appointments and policies.

Section 3

The Board may delegate specific responsibilities to its committees and to the officials of the School as it sees fit, but all such committees and officials shall be amenable to the Board's supervision and authority. The President of the School is its chief administrative officer and is responsible for managing the operation of the School in accordance with the overall policies, directives and guidance established by the Board. The President shall be the sole official point of contact for communicating and implementing the actions of the Board as they involve the normal operation of the School.

Section 4

Board members should promote the interests of the School in cooperation with the administration. Board members should also take an active interest in the affairs of the School, but shall always work through the duly constituted lines of organization and control and avoid any interference with the day-to-day operation of the School.

ARTICLE V

BOARD MEETINGS

Section 1

The Board shall meet at least four times each school year. The time and place may be set by the Board or may be left to the determination of the Chairman in consultation with the President of the School.

Section 2

Special meetings of the Board may be called by action of the Board or by the Chairman. The Chairman must call for a special meeting to be held within sixty days when asked in writing to do so by a majority of the members of the Board.

Section 3

The Chairman shall ensure that a notice of each Board meeting is given to each Board member at least ten days prior to the designated date of the meeting. In so far as is practical, it is desirable that this notice indicate the items of business to be considered.

Section 4

A majority of the total membership of the Board, which constitutes a quorum, must be in attendance at duly called meeting to conduct official business. Proxy votes may not be used.

Section 5

When a specific issue or question needs to be voted upon between meetings of the Board, such a vote may be taken by email or by conference telephone call of the members when all of the following conditions have been met:

- a. The Chairman or the President has determined that the issue to be voted upon needs to be dealt with before the next meeting but does not necessitate the call of a special Board meeting as provided under Section 2.

b. Notice has been mailed or emailed to each Board member at least fourteen days in advance of the date of the actual vote informing them of the specific proposition and wording to be voted upon, the date upon which the vote is to be taken, and the means by which the vote will be taken.

c. No such vote shall be taken or made official if prior to the date of the vote one-third or more the Board members notify the Chairman of their objection to this procedure being used on this particular question.

Article VI

ELECTION, QUALIFICATION, and TERMS OF DIRECTORS

Section 1

Directors shall normally be elected to a three-year term which expires as defined in Section 2. However, when a vacancy occurs as a result of removal or vacancy prior to the completion of a term the General Board shall present the appropriate number of nominees as stated in Article IV, Section 1, paragraph A. The elected director will then serve the remaining years of the unexpired term.

Section 2

A Director's term shall extend until midnight the last night of Penns Creek Camp at which time the terms of the newly elected directors shall begin. A Director may be removed from office by a two-thirds majority vote by secret ballot of the other Directors present or a majority of the total number of Directors, whichever is greater. Such removal may be for any cause deemed sufficient by the Board, including, but not limited to, lack of attendance at meetings, failure to perform duties, inappropriate conduct, failure to meet the qualifications of Section 4, or any other change in situation which would render continued involvement as a Director impractical or undesirable. Such action becomes effective immediately upon announcement of the vote.

Section 3

The General Board in conjunction with the school president shall have the sole power to fill vacancies occurring on the board or in any of its offices whether caused by death, resignation, removal or otherwise by appointing a replacement until such time as the procedure stated in article IV, section 1, paragraph A can be followed.

Section 4

Should any director elected to the board no longer be a member in good standing with God's Missionary Church, he should immediately resign.

Section 5

No member of the Board, except for the ex-officio members, may be persons employed by the school.

Article VII

OFFICERS

Section 1

Each year the Board shall elect from its own membership a Secretary. A simple majority vote is required for election. This officer shall serve until a successor has been elected, unless they resign or are removed under the provisions of Article VI, Section 4. Vacancies may be filled only by action of the board.

Section 2

The Chairman shall preside at all Board meetings and shall discharge all duties which normally pertain to that office consistent with these Bylaws and the directions of the Board. He or she is to call special meetings of the Board, notify members of all meetings, and conduct any special ballots between meetings in accordance with Article V, Sections 2, 3, 4, and 5, respectively.

Section 3

The Vice-Chairman of the Board shall, in the absence of the Chairman, perform all the duties of the Chairman and shall otherwise assist the Chairman in whatever duties are given him/her.

Section 4

The Secretary of the Board shall keep complete and accurate minutes of the Board and provide copies of the same to the Board members as requested. In addition, they shall ensure that the original, signed copies of all minutes are kept on file in the administrative offices of the School once they have been approved by the Board. He shall officially certify the acts of the Board as required for legal purposes along with either the Chairman or the President.

Section 5

The President of the School is also an ex-officio member of the Board with full membership rights. His office and method of election are defined in Article IX.

ARTICLE VIII

COMMITTEES

Section 1

The Board shall have at least three standing committees, namely, the Executive, Administrative, Finance and Investment Committee.

Administrative Committee

Section 1

The Administrative Committee shall consist of the President, Academic Dean, High School Principal, P/R Director, Director of Finance, Director of Operations, and Dean of Students. Meetings shall be chaired by the President.

Executive Committee

Section 1

The Executive Committee shall consist of the Administrative Committee, Chairman of the Board, and two members of the Board of Directors. The Two Board of directors would be selected by a simple majority vote of the Board of Directors. These two members shall be selected annually.

Finance Committee & Investment Committee

Section 1

The Financial Policy of PVBI was created with three guiding principles in mind:

- a. To ensure that proper accounting practices will always be followed. PVBI will prepare its financial statements on a cash basis in accordance with standard accounting practices.
- b. To provide accountability to our constituents, donors, business partners and governing board.

- c. To protect the interest of the Donor, PVBI, Administration, and Staff.

Section 2

The Finance Committee is composed of at least five (5) members appointed by the Board of Directors and has general oversight of all accounting practices, income, disbursements and audits. The Finance Committee will advise the Board in all financial matters at PVBI.

The committee advises in establishing policy and assists raising monies for the daily operation, ensures that IRS regulations are followed, and reviews the budget and financial reports. The Finance committee is accountable to the Board of Directors. This committee shall meet not less than once a quarter within the fiscal year.

ARTICLE IX

PRESIDENT

Section 1

As the chief administrative officer of the School, the President is responsible to the Board for the operation and direction of the School in accordance with the purposes of Article II and the direction provided by the Board. His duties shall also include:

- a. Acting as the sole official channel by which the Board communicates and implements its directives regarding the operation of the School and as the Board's primary source of information regarding the status and operation of the School.
- b. Hiring, retaining, or dismissing employees. These activities shall be reported to the board of directors.

c. Informing the board on the school's status throughout the year by ensuring that the Directors receive on a timely basis reports from the Executive Committee's interim reports; copies of school handbooks, faculty manuals and catalogs whenever they are updated; school periodicals, promotional materials, yearbooks and other publications; reports of auditors, accrediting organizations, government examiners, or other similar reports; and items for their consideration in preparation for Board meetings.

ARTICLE X

FACULTY

Section 1

The Faculty shall consist of the Academic Dean, the divisional chairpersons, instructors, and librarian. Instructors shall be classified professors, associate professors, assistant professors and instructors.

Section 2

The Faculty shall draw up a system of organization designating the officers, committees, and their duties. This shall include the rules of procedure by which meetings and activities are to be directed. This faculty handbook shall be approved by the President, by the Administration and the Board.

Section 3

It shall be the duty of Faculty, under the direction of the President, to approve such matters as admission requirements, courses of study, and degrees offered. A conferment of any degree on any student should be approved by the Faculty and the Academic Dean of the School. Rules, procedures, and regulations of student publications, recreational activities, musicals, dramatic and literary presentations, and all other student affairs shall be set by the Faculty.

Section 4

No person shall be hired or retained on the faculty of Penn View Bible Institute who is not in harmony with the doctrines and ethical principles as set forth in the Constitution of the School. Failure to completely fulfill one's teaching or administrative duties or to fully cooperate with the policies and procedures of the school may be dealt with by disciplinary action and, if of serious enough nature, may lead to dismissal of a faculty member.

ARTICLE XI

AMENDMENTS

Section 1

Any Director may propose an amendment by submitting it in writing to the Executive Officers (Chairman, President, Secretary, Treasurer) prior to one of the meetings of the officers. The Executive Officers may then submit it to each of the Directors, in either its original form or with such improvements as they feel appropriate or the officers may return it to its originator with their comments. Amendments presented by the officers for consideration must be mailed to each of the Directors as least thirty days in advance of a Board meeting in order for that amendment to be adopted at that meeting.

Section 2

If the requirements of Section 1 have been met, then an amendment may be adopted by three-fourths majority vote if the meeting was properly called and a quorum is present. Modifications may be made at the adopting meeting if they do not materially change the meaning of the proposed amendment presented in the prior notice. Otherwise, it must be treated under Section 3.

Section 3

Amendments which are not presented in accordance with Section 1, or which are changed substantially at the time of the meeting, may still be considered by the Board but cannot be adopted at the meeting in which they are first considered.

Penn View History

During the God's Missionary Church conference of 1965, after nearly fifteen years of praying and planning, the possibility of beginning a Bible School was brought to the conference floor. The ministers and delegates were told that an adjoining sixteen-acre plot of ground, owned by Clair Knapp, was available. They went to the hill that day, August 5, 1965, and joined together in a season of prayer. By faith, they claimed the ground for God's work and a school. The General Board was authorized to buy the land, providing the price was reasonable.



Before the next General Conference, the land had been purchased. A groundbreaking service took place on July 31, 1966, the closing day of that year's camp. As a large number of people walked to the hilltop, one man remarked, "It looks like the children of Israel marching toward the land of Canaan." The Lebanon Valley Gospel Band played a few appropriate numbers. General Superintendent, George I. Straub, called on Rev. Truman Wise to read the Scripture. While he read from II Chronicles 6, God placed His visible seal on the school. Rev. Arthur Thomas took a Polaroid picture, for the *God's Missionary Standard*, of Rev. Wise reading the Scripture. Opening the camera, the photographer seemed to hear a voice saying, "This is the seal of my approval upon the school." When the picture developed, a phenomenal seven-branched flame like forked lightning hovered over the Bible. God had clearly made it known that He was pleased and that His presence would continue with them. Rev. Steve

D. Herron, that year's camp evangelist, raised the first \$25,000.00, that afternoon, for the school.

On September 6, 1966, the school opened with 52 students enrolling in grades one through eleven. Classes were conducted in the camp facilities. The dormitories were completely remodeled to accommodate classrooms. They were also rewired and winterized with insulation and a new heating system. Despite the inconveniences placed upon the teachers and students, it was a good year. Rev. Edwin Mayes served as Principal that first year. The steel structure, for the school building, was erected during the camp of 1967.

The second year of operation brought with it many welcomed improvements. Rev. George W. Stepp came to be the first president of the school. Rev. and Mrs. David Fuller, graduates of God's Bible School & College joined the faculty at this time, and he became the High School Principal. The enrollment increased to 132 students. The institute department was born this year, and of the 132 students, 15 of them were enrolled in the institute courses. Eleven dedicated teachers worked and prayed together this school year. Very little murmuring could be heard as the students endured such inconveniences as walking over slippery clay to get to classes, or sitting in rooms that, on a few occasions, were slightly less than comfortable. It was a welcomed relief when they were able to complete the second year in the new school building. The Music Department organized the first school quartet and trio during this second, very successful, school year. Six high school students graduated at the close of this year.

The school continued to expand in many directions. The enrollment for the third year reached a total of 195 students. At the close of this school year, twelve students were given high school diplomas, and the institute witnessed their first graduates. Rev. LaDette Cooley, Music Director, organized the school's first choir, an addition that has helped in the School's publicity. The following year the enrollment went over the 300 mark.

May God be praised for the able men that He has brought forward to steer the school through its uncharted course. Rev. Howard Frey, following Rev. Stepp, did indeed prove to be a great leader and God's man for the job. One of his major interests centered on the development of a library. In a short time a good basic library was established. Several residences for faculty were also added to the campus as a symbol of the forward thrust we enjoyed under his leadership.

After Rev. Frey, Rev. Arthur Thomas was elected to the office of President. He served the

school in that capacity for seven years; from 1972 to 1979. During this time, Rev. and Mrs. Earl Deetz, Jr., left their pastorate to come to Penn View to serve in an administrative capacity. It wasn't long until he was appointed Executive Vice President. The Deetz's brought with them an enthusiastic lift that proved to be just what was needed at the time. Many improvements were made around the campus during those years including landscaping, sidewalks, chapel renovations, etc. The Dollar-A-Week program had its beginning about this time, which really helped to ease the financial burden. This period of the school's history is to be remembered for the many spiritual victories that were won, for the financial gains that were made, and for the academic and musical accomplishments. The first record was made in 1972. Because of the success of this outstanding recording, the making of records and tapes continued. Sixteen recordings have been offered to the public for their spiritual enrichment.

In 1978, Rev. Deetz was involved in an automobile accident and was unable to continue his work. Again, God had a man. This time the man was Rev. Kenneth Walter. Rev. Walter began to assist Rev. Deetz in hopes that he would recover and be able to return to his duties. When it became apparent that this would not be the case, the General Board placed Rev. Walter in the President's position. Campus development and school spirit continued through Rev. Walter's years of service. His past experience as a builder was a valuable asset to Penn View, and everyone around campus was soon aware that Rev. Walter could still handle hard physical labor with the title of "President" on his door. During his term, the Hallam family provided funds for a beautiful building that stands to the west of the main building as a memorial to Margaret Hallam and her son, Owen. Thank God for their dedication to Christian education.

The excellent dining facility on Penn View's lower campus was completed during these years. God called on a layman by the name of Leonard Raub from the Lebanon God's Missionary Church. This God-sent man, with his zeal and ambition, brought new hope to this project, and soon others began to show interest and bring their tools and finances to the work. In the summer of 1981, Rev. Straub's vision for a new dining hall was fulfilled as the camp meeting crowd gathered for the first meal in the new building. Next, this vigorous leader and his faithful crew ventured a dormitory renovation. The beautiful exterior renovations required many hours of hard work. Thank God for the men and the money that made these needed changes possible. Although the physical changes show up the most, it must also

be noted that these were good years in every other way.

After laboring faithfully for five years, Rev. Walter felt that his work was done. Rev. Garry Spriggs, from Kansas City, was hired to fill the position as President. Although his stay was relatively short, only two years, he worked hard for the advancement of the school. The Tabernacle prayer room annex was renovated to become the Cooley Memorial Prayer and Music Studio. Also, the debt-reduction program was revitalized during Rev. Spriggs' administration enabling the school to make substantial progress in the liquidation of its overall indebtedness.

In 1986, Rev. Paul Martin was elected to serve as President of this God-sanctioned institution. Rev. Martin brought much zeal and vitality, and began to work almost immediately on clearing the indebtedness on the large Administration/Classroom Building. In October 1988, his dream came true. A mortgage burning service was held in the Straub Memorial Tabernacle to commemorate this accomplishment. Even though the total debt at the school was not cleared, a big load was lifted from the monthly obligations. Rev. Martin served faithfully until 1990, when he went to York, Pennsylvania, to pastor.

Rev. John W. Zechman succeeded him. He is the first alumnus to serve as president. God has not lifted His blessings, but continues to pour them out frequently. In the past twelve years numerous changes have been made. The Institute has grown to more than double its previous size, and the Academy has grown also so that the current total of both departments has hit 300 again. Students have come from nearly 20 states and several foreign countries. Because the growth has become so steady it became necessary to construct new buildings. In the spring of 1997, construction of a new dormitory began. It was dedicated in the summer of 2000 and named "Zechman Hall." The area around Zechman Hall, the Dining Hall, and all through the "lower campus" was developed into parking lots and then paved, thus providing sufficient parking for the dormitory students as well as hundreds of visitors who come to campus for various activities. The G. I. Straub Tabernacle has been renovated and is now used on a regular basis for the daily chapel services as well as other services. The library, that was developed during the Frey Administration, has been moved to the former chapel so that more volumes could be added and more study space created. A new maintenance facility was erected, and construction has begun on the Mason/McIntire Student Life Center, which will provide a new music hall,

additional dining room, snack shop, student lounge, and a gymnasium/auditorium.

Through more than thirty-five years, men and women have been faithful to the calling. Staff and faculty continue to offer themselves as living sacrifices for the cause of Christian education. Hundreds of young men and women have walked from the halls of our school to find the path of life. Many are preaching the glorious Gospel at home and abroad. Others are teaching in Christian schools. Some are preacher's wives. Others are medical missionaries, doctors, sanctified factory workers, leaders, and followers. Yes, they have issued from the halls of our school, and they make it all worth while. May God bless them in all of their pursuits of life, and bless Penn View with all that is needed to meet the challenge of training young people for the work of the Kingdom.

To God be all the glory, great things He hath done!

Presidents of Penn View Bible Institute

1967-1969: George Stepp

1969-1972: Howard Frey

1972-1978: Arthur Thomas

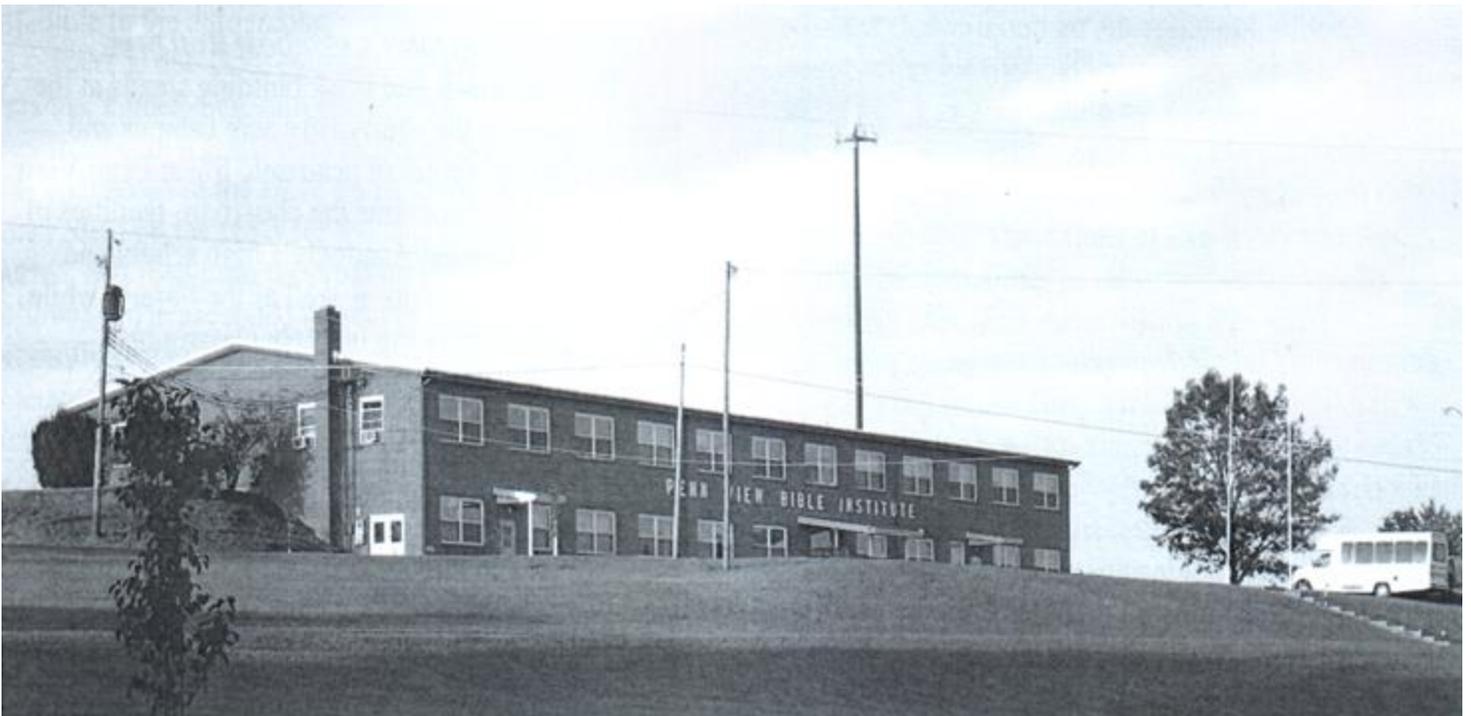
(Executive Vice-President Earl Deetz, Jr.)

1978-1984: Kenneth Walter

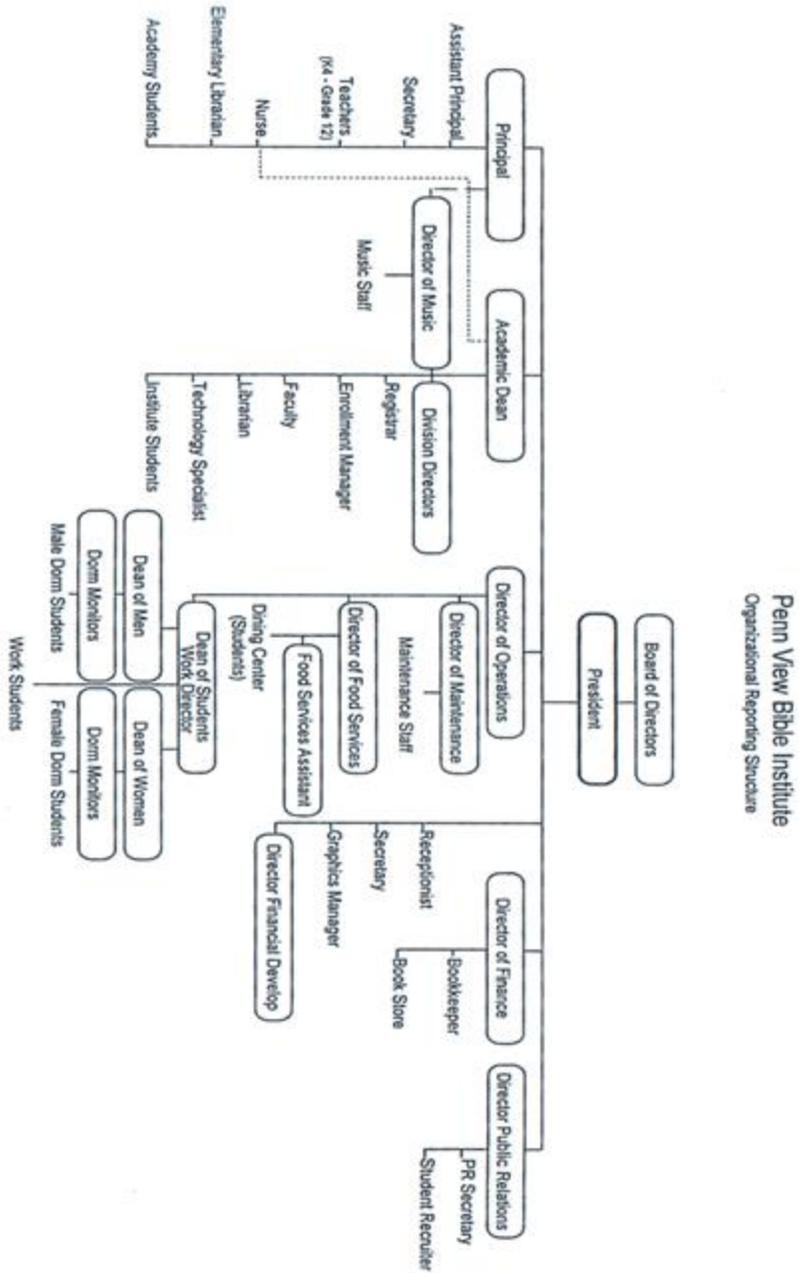
1984-1986: Garry Spriggs

1986-1990: Paul Martin

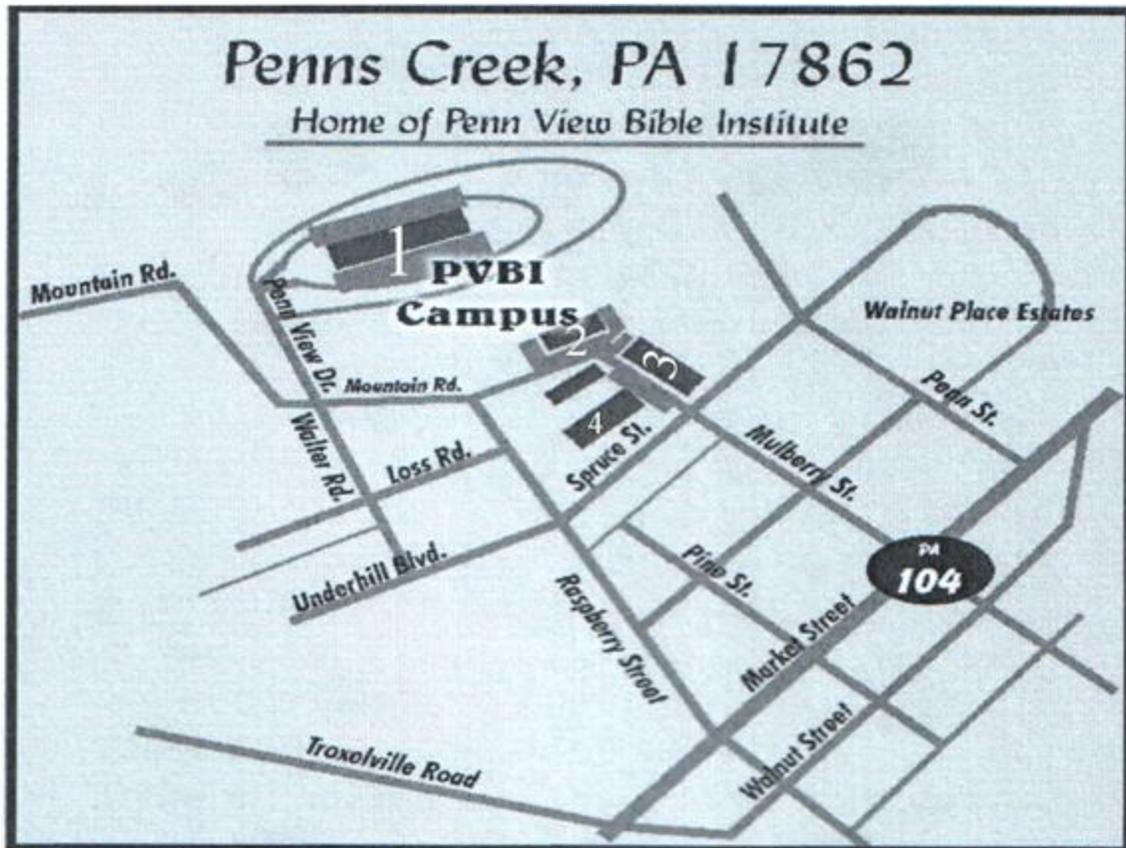
1990-Current : John W. Zechman



III. Organizational Chart



Need Revised Organization Chart



IV. Campus Map

The campus of Penn View is depicted above. The main buildings on campus are shown. Surrounding the circle about the main school building (1) there are a number of houses and mobile homes that form staff and faculty housing. The Main School building houses the classrooms, library, administrative offices and in the second level, the offices of Penn View Christian Academy and its Junior and Senior High classrooms. At the end of Penn St. there is a farm house and barn that also belong to the school and behind the main school building a shop which is used for maintaining school equipment and storage. The Miller Dining Center, first occupied in 1981, (2) will be attached to the Mason McIntire Student Life Center currently under construction (2013). The unnumbered building across from the Miller Dining Center (2) is a dormitory and surrounding that structure are a few mobile homes and cabins used for staff housing. In the dormitories are apartments for the Social Deans as well as vending and laundry machines. There is a pond to the right of the Miller Dining Center (2) which is not shown on the map. Zechman Hall (3) is a dormitory completed in 1999 and Straub Memorial Tabernacle (4) with a seating capacity of 1,000 persons is on the left across the parking lot. On Loss Rd there is staff housing and south of Underhill Blvd is a complete school building with gymnasium and kitchen that houses the Elementary Department of Penn View Christian Academy. This building was acquired in 2005.

V. Board Member Orientation and Continuing Education

A position on the Board of Directors is a place that must be properly understood. Those who are newly elected to this board must be introduced to our policies, practices and plans. To prepare new board members for service on the board, the board of directors has established an orientation program that will bring awareness to the physical plant, the employee base and goals and objectives of the institution. During each member's term of service it is important to grow in understanding the role of the board in the ongoing work of the institution. We will stimulate this growth through regular sessions during each meeting of the board of directors. This orientation and education will be carried out by the committee described below.

The board shall appoint a Board Member Education committee that shall be composed of the board chair, the president of the institution and one member of the board of directors. The board shall budget funds for Board Education as requested by the committee and approved by the board. The committee will be responsible to:

- A. Implement and maintain an orientation plan for new board members that includes:
 1. A review of the handbook and current strategic plan with the Chairman of the board or a designated member of the Board Member Education Committee.
 2. A day spent on the physical campus of Penn View Bible Institute hosted by the chairman of the of the board. This time would be spent meeting with the president, representatives of the student body, faculty and other departments that carry out the mission and strategic plan of the school and touring the campus with the operations director.

- B. Organizing implementing and maintaining a systematic plan for education of the board.

1. Utilizing the sessions at each board meeting to educate the board on issues regarding board function, current research or areas of interest.
2. Planning seminars educating the board on more efficient board function or issues relating to continual development of the strategic plan.
- C. Creating a resource library of information regarding board function or current issues that is available to board members for their own individual education.

VI. PENN VIEW BIBLE INSTITUTE BOARD MEMBER RESPONSIBILITIES

General Function of Board Member:

Apply one's background, education, experience and knowledge in an active way upon the overall strategic direction, vision and management oversight of PVBI within a group of like individuals.

Responsible To:

The mission statement of PVBI and the authority of the PVBI Board of Directors.

Qualifications:

1. A minister and/or lay person of responsible age who is a member in good standing of God's Missionary Church and has a living witness of having trusted in Christ as their Savior and subsequent Sanctifier as a second definite work of grace.
2. A history of integrity and sound character that exemplifies a holiness lifestyle.
3. Willingness to support the work and ministry of PVBI through prayer, volunteerism, self education and financial contributions.
4. Displays an interest and commitment to the needs of administration, staff, and students.
5. Highly regards the mission and strategic plan of the school and shows interest to further that mission and carry out that strategic plan.
6. Displays a commitment to honor and support God's Holy Word, the discipline of God's Missionary Church and the Management Principles and other policies of PVBI.
7. Brings to the PVBI Board knowledge, education and/or experience in identified needs within the current Board membership.
8. Possesses the ability and commitment to fulfill the responsibilities listed herein.

Major Duties and Responsibilities:

1. Prepare for each Board and/or Committee meeting with prayer and a thorough review of all meeting materials provided.
2. Actively participate in Board meetings, Committees and/or Task Forces.
3. Present a unified public front to students, staff, administration, church, and the general community regarding strategic plan and its resulting initiative and presidential leadership.
4. Maintain the confidentiality of all Board materials and discussions.
5. Acknowledge and hold a commitment to the fiduciary responsibility of the Board in oversight of financial and legal activities.

6. Participate in educational opportunities offered to Board members and proactively educate ones-self on topics requiring board action.
7. Represent the Board at PVBI community functions and events.
8. Complete the duties related to any officer of the Board and adhere to all policies of the Board, PVBI, and God’s Missionary Church.
9. Participate in the development and monitoring of a strategic plan for the school and overseeing adherence to the mission of the school in decision making and planning while considering the needs and expectations of current and future students, staff, administration and other stakeholders.
10. Serve as a member of the Board as a whole and following lines of communication designated by this handbook, the constitution and bylaws and the organizational chart.

Expected Contributions:

1. Potential time requirements	<u>Hours Annually</u>
A. Board meetings	24 – 32
B. Committee meetings	8 – 16
C. Preparation time for meetings	8 – 12
D. Campus events & speaking	4 – 6
E. Orientation, retreats & education	8 – 12
F. Miscellaneous	4 – 6
Total	56 – 78

(This represents an approximate. Depending upon your committee and campus involvement your annual hourly input may expand above or below the chart above. Hourly involvement is key to board member effectiveness and will be evaluated in assessment.)

2. Financial Contributions:

- A. Participation (to the extent personal and/or business finances permit) in board approved projects, Capital Campaigns, and other Fund raisers.
- B. Consideration and support of one or more means of planned giving to the support of the ministry of PVBI.
- C. Promoting giving in the board members personal, business or ministry networks.

VII. Board Member Assessment

Points of Assessment	Tools for Assessment	Responsibility
Preparation for Board and Committee meetings and seminars		
Participation in Board and Committee meetings and seminars	Minutes of Board and Committee meetings Membership in committees	
Knowledge and support of the mission and strategic plan of the school		
School Community Involvement		
Personal financial involvement in the school and promotion of school needs in networks.		
Maintaining proper lines of communication and confidentiality.		
Annual Conflict of interest report.		

VIII. Presidential Job Description

The president is the chief executive and administrative officer. He performs all duties which the Board of Trustees prescribes. He is a full member of the Board of Trustees and the Executive Committee of the Board. The President fulfills his responsibilities in accordance with the requirement of the constitution and bylaws of the Board of Directors and under direct supervision of the Board of Directors.

Selection

The President of Penn view Bible Institute will be selected in a combined board meeting with the general board of the God's Missionary Church, Inc. and the Board of Directors for Penn View Bible Institute. The President shall be an ordained minister of the God's Missionary Church. The tenure of the President's office shall be at the discretion of these combined boards.

Responsibilities

As the chief administrative officer of the School, the President is responsible to the Board for the operation and direction of the School. His duties include:

1. Acting as the sole official channel by which the Board communicates and implements its directives regarding the operation of the School and as the Board's primary source of information regarding the status and operation of the School.
2. Overseeing the recruitment and maintaining of qualified administration, faculty and staff who support the belief statements and mission of Penn View Bible Institute.
3. Reporting to the Board of Directors, its Executive Officers and other committees or commissions on the progress of the institution through ensuring that the information requested is made available in a timely fashion and working with the Chairman of the Board of Directors to prepare an agenda and reports for meetings of the Board of Directors.
4. Developing and maintaining procedures in plant maintenance, purchasing, budgeting, accounting, auditing, and financial reporting that will meet the strategic planning initiatives.
5. Developing a sound administration structure for the school to the end that all employees will be properly assigned and supervised.
6. Serving as the chairman of the Administrative Committee.
7. Making recommendation to the Board of Directors.

8. Representing the school at the General Conference of God's Missionary Church Inc. and serving as the face of the institution to the alumni, constituency churches and all other stakeholders.
9. General responsibility for the spiritual life of the institution and all matters pertaining to the life and well-being of the students.
10. To oversee recruitment, admittance and supervision of the student body in accordance with strategic planning initiatives.

IX. Presidential Assessment

There are seven points on which the president will be assessed. The chart below details the points of assessment, the tool of assessment and the persons responsible for those assessments.

Points of Assessment	Tools for Assessing	Responsibility
Communication of goals, concerns and progress to the Board of Directors.		
Budgeting		
Strategic Plan Adherence		
Student Recruitment and Retention		
Office, Administration, Staff and Faculty Recruitment and Retention.		
Representation of school to conference, alumni and other stakeholders.		
Accreditation Oversight		

X. CONFLICT OF INTEREST POLICY

The legal definition of conflict of interest, usually set out in state laws governing nonprofit corporations, is very specific and covers relatively few situations. Most conflicts fall into a gray area where ethics and public perception are more relevant than statutes or precedents.

Conflict of interest arises whenever the personal or professional interests of a board member are potentially at odds with the best interests of the nonprofit. Such conflicts are common: A board member performs professional services for an organization, or proposes that a relative or friend be considered for a staff position. Such transactions are perfectly acceptable if they benefit the organization and if the board made the decisions in an objective and informed manner. Even if they do not meet these standards, such transactions are usually not illegal. They are, however, vulnerable to legal challenges and public misunderstanding. Loss of public confidence and a damaged reputation are the most likely results of a poorly managed conflict of interest.

In order to avoid the dangers mentioned above, the Board of Directors has adopted the following conflict of interest policy:

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the board shall ensure that:

1. The interest of such officer or director is fully disclosed to the board of directors.
2. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board of directors at which such matter is voted upon.
3. Any transaction in which a director or officer has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of the organization.
4. Payments to the interested officer or director shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval

The board shall ensure that annual conflict of interest reports are submitted, reviewed and kept on file for at least five years. To ensure that conflicts of interest arising from the ongoing activities of members may be addressed. When recruiting members, the board will ensure that no member of the board, except for the ex-officio members, will be persons employed by the School. (Constitution and Bylaws: Article VI, Section 5)

XI. Conflict of Interest Annual Report

Date: _____

Name: _____

A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or an action, of Penn View conflicts with the personal interests, financial or otherwise, of that of a board member, or an immediate family member of a board member, or that of the board member's employer (collectively "your personal interests").

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the future, between Penn View and your personal interests, financial or otherwise:

_____ I have no conflict of interests to report.

I have the following conflict of interests, or potential conflicts of interests, to report:

1. _____

2. _____

3. _____

I have reviewed Penn View's conflict of interests of policy and I understand that it is my obligation to disclose a conflict of interest, or appearance of a conflict, to the chair of the board when a conflict, or appearance of a conflict, arises, and that for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

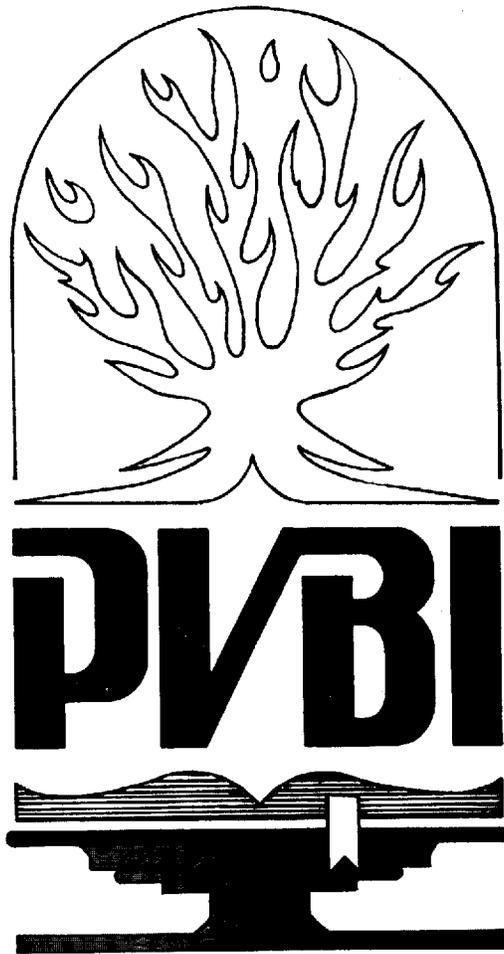
Signature: _____ Date: _____

EXHIBIT F

CHRISTIAN SERVICE LEARNING HANDBOOK

Penn View Bible Institute

Christian Service Manual



Ministry that Transforms

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Welcome to Christian Service Learning

Dear Student,

As a new student we welcome you to a vital part of your educational experience at Penn View Bible Institute....It is called "Christian Service learning" (CSL).

Our Office exists to help you fulfill your graduation requirements in Christian service Learning.

We are here to serve you and help you in any way we can to learn and discover ministry that transforms. As you minister in the local church and in the community God will transform them and you.

In His Service,

Stefan Paulus
Director of Christian Service Learning

Christian Service Learning Contact Information

Stefan Paulus
Director of Christian Service Learning

sspaulus9701@gmail.com
(570) 837-9581

Christian Service Learning: Its Purpose

The purpose of Christian service learning is found within its name:

Christian: each student should know Christ personally and then live out his or her biblical worldview within the local church and community.

Service: each student should follow Jesus' example of servanthood personally in Christian service.

Learning: each student will then be able to reflect and report on their own personal ministry opportunities.

We are confident that as you regularly attend services and participate in the Christian Service Learning program you will mature in the areas of competence, and confidence. You will also continue to build the character that is necessary to be part of a ministry that transforms.

Christian Service Learning: Its Goal and Objectives

Our Goal and Objectives:

- To develop a lifestyle of Christian service in the student.
- To help us fulfill the mission statement of Penn View Bible Institute.
To prepare Christ-like servant leaders through higher education that engages spiritual transformation, academic excellence, social integrity, and practical experience, in the conservative Wesleyan-Arminian tradition to fulfill our Lord's Great Commission.
- To fulfill the requirements of the Association for Biblical Higher Education.

Christian Service: Its Committee

Our CSL Student Committee is comprised of students elected by other students. This happens at a Christian service meeting at the beginning of the academic year. The Director of CSL supervises that committee.

Students are voted into these positions.

President
Vice President
Treasurer
Secretary
Advisory Members (3)

The primary purpose of this committee is to implement the details of the Christian Service Learning program. The committee provides structure, stability, and accountability between the students and faculty in the Christian Service Learning department. The mission, goals and objectives of the Christian service program are monitored by the committee to ensure the overall effectiveness of the program.

We will always be open to new ideas or comments from our students and faculty members on how to improve our Christian Service Program.

The CSL department will continue to offer InterServe as an opportunity for ministry. The InterServe meetings will follow the required CSL meeting for those who are interested. InterServe has been coordinating nursing home ministry, children's ministries, and prayer station evangelism.

Christian Service Requirements

20 hours per semester

If you are involved in an internship program during the semester you will be exempt that semester from the required hours in Christian Service.

Christian Service: Its Grading System

CSL does not receive academic credit, but it is required for graduation, and its completion or failure will be recorded on your permanent transcript (P = Pass; F = Fail).

P = Meets minimal requirements

F = Does not meet minimal requirements

CSL Assignment Report

(20 hours per semester)

Report forms are to be turned in the first Wednesday of each month (10:20 – 11:00 a.m.) at the Christian Service Learning meeting. Attendance is required.

If you miss the meeting, please put the forms in the director's mail box in the book room by the next day.

Name _____ Church Attended _____

Hours invested in ministry _____ (No more than 1 hour of travel time to be counted per ministry event)

Preaching/Teaching Information

Church	_____	Prayer Meeting	_____
Mission	_____	Jail	_____
Radio	_____	Classes Taught	_____
Street	_____	Other	_____

Visitation Information

Home	_____	Hospital	_____
Nursing Home	_____	Jail	_____
Bus Ministry	_____	Other	_____

Evangelism information

Witnessing		Literature	
Opportunities	_____	Distributed	_____
Prayer Station	_____		

Music Information

Played Piano	_____	Sang in Choir	_____
Special Music	_____	Lead Singing	_____
Other	_____		

Effects of Ministry

Professions of Faith	_____
Rededications	_____
Other	_____

EXHIBIT G

STUDENT SERVICES HANDBOOK

PENN  **VIEW**
B I B L E I N S T I T U T E



2016-18

**Student Services
Handbook**

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MISSION STATEMENT:

“Our mission is to provide holistic student services for the purpose of enhancing student life in at least four different aspects: spiritually, academically, physically, and socially so that students will demonstrate development towards an integrated Christian lifestyle.”

PURPOSE

“The Student Life department oversees co-curricular student services designed to enhance student life which includes experiences and activities, academic support, interpersonal relationships, ethical and spiritual development, and wellness. Students are encouraged to get involved in the many opportunities at Penn View Bible Institute. This involvement can provide a rich source of new friendships, new ideas and skills, and an enlightened understanding of yourself and others.”

PERSONNEL

Who to contact:

Steve Davis—*Dean of Students*

570-837-1855 Ext. 1146

570-765-8401

revstevedavis@gmail.com

Cindy Davis—*Dean of Women*

570-837-1855 Ext. 1140

570-765-8348

cindy.davis@pvbi.edu

Kalem Mowery—*Dean of Men*

570-837-1855 Ext. 1154

570-765-2392

mowery.kalem@gmail.com

PROGRAMS

The Student Services Department offers the following as Student Services:

ADVISING

- Student receives guidance, mentoring, and advice from a diversity of staff and faculty relating to personal, social, spiritual, and academic life.
- Resident deans for Men's and Ladies dormitories are available for student mentoring involving all aspects of campus life.
- Student needing more professional counseling will be referred to Christian counseling professionals in the local area.

FOOD SERVICES

- Nutritious foods served three times daily and a snack for dorm students on Sunday evenings.

STUDENT ACTIVITIES

- Intramurals: Organized in house team activities including volleyball, softball, basketball, football, and soccer.
- Winters activities: Sledding, Ice Skating on campus pond.
- Student Government program for processing student grievances, special student oriented events throughout the year, and student lounge snacks.
- Fall and Spring all-school picnic
- Weekend volleyball and basketball available for dorm students in elementary multi-purpose room.

- PennStation: Dedicated student lounge/snack area for social interaction, relaxation, and table games.

HEALTH SERVICES

- Health Services: School nurse on call for medical needs.
- Area Orientation: maps provided for new students detailing area medical services.

HOUSING

- Adequate student residential halls with furnished rooms, dedicated lounge and snack areas, laundry facilities, and Wi-Fi internet access.
- Resident deans provide pleasant, comfortable residential atmosphere.

DEAN OF STUDENTS OFFICE

- The Office of the Dean of Students is the place to go for general information on just about anything in student life. —The Dean of Students administers the Dean of Men and Women, oversees campus and dorm life, plans activities, creates and implements policy, facilitates student services and maintains healthy campus life. The Dean of Student's office works with all Institute departments to assist students with in- and out-of-class needs.

EXHIBIT H

RESIDENTS ASSISTANTS HANDBOOK

Residents Assistant (R.A.)

Job Description and Instructions

So many things that happen at Penn View rise and fall on who makes up the student body, and even more importantly who the leaders are of that student body. As an RA, you become one of those leaders. The Social Deans have a certain leadership role and take part in setting the overall tone of Dorm life, but it is the RA's and the leadership they bring that develops dorm life as a whole. The consistency with which you enforce the policies of Penn View is a statement about your character...what will your statement be? You become the Dean's arm extended as you interact with the other students socially and spiritually. You become an example of Christ-likeness (or the lack thereof) as you connect with students in daily life. **You become a leader.**

Residents Assistant Responsibilities:

General Information

1. When necessary, R.A.s and Assistants are required to attend scheduled general meetings
2. On the day new students arrive for 1st semester, RAs are needed at 9am to welcome and assist new students
3. All Dorm policies are to be enforced and then reported.
4. Social Deans will administer discipline as necessary and let the R.A. know if necessary to fulfill their job.

5. **Anytime** the R.A. gives a warning or speaks to a student about an issue, report it to the Social Dean!
6. If you feel comfortable talking to a couple about policy, feel free to do so. If you do not, notify the Social Dean of situation immediately.
7. **Every Monday**, the R.A. must submit a weekly report for the last week specifying how the evenings went. If there is a serious offense that needs reported immediately, report the problem to the Social Dean the next morning. Submit all reports under the Social Dean's office door. Examples on the report can be "No problems." Or "Student 'A' would not go to their room after break and I told him to go." Etc.) If an R.A. is on duty for a partial week, he/she must submit a report for his/her time on duty the next Monday. Make sure you name and date your papers.
8. Permission from the Social Dean must be granted anytime the Assistant replaces the R.A. If you are going away for the weekend you must fill out a RA replacement form and have it approved by the Social Dean.
9. There is not to be discussion of problems between R.A.'s or fellow students. Any discussion of problems is to be with the

Social Dean. The only exception is if the Assistant R.A. is replacing the R.A. The R.A. may need to share special instructions for the time of replacement.

10. Students are to be back to the Dorm by 10pm on Sunday, Labor Day, and anytime the Dorm has been closed.

11. If any Student is late in returning to Campus for any reason, the RA/Asst. RA must report the student's name and time of arrival on the weekly report to the Social Dean.

12. The Social Dean will be on call during evening hours. Every weekend, the Social Dean on duty will be specified on the weekend paper. During the times they are on call, RA's have full responsibility to assist students. These hours are Mon.-Thurs. 7:30p.m.-8:00a.m. and Fri. 5:00p.m.-Mon. 8:00a.m. If there is an emergency during these hours that you do not know how to handle ALWAYS get in touch with the Social Dean on duty.

13. You are accountable to your respective RA/Asst. RA. In the event you are in violation of the Handbook, it is the responsibility of your colleague to inform the Social Dean of the situation. This includes returning late to Campus, out of the dorm without permission, etc. Even though you are the RA/Asst. RA you still must come under the policies of the Student Handbook.

14. Mail is to be exchanged @ 10:15.

a. Men's R.A. will bring mail over to the ladies dorm front door and exchange mail.

b. There is to be no loitering.

15. When guys are in the upstairs lounge they must wear long pants (pajama bottoms, etc.) and a T-shirt with sleeves. Ladies must wear robes. Students in the downstairs lobbies must wear Penn View dress code.

16. Students are not to hold conversation through dormitory windows. Guys are not to loiter at or near the entrance to the girls' dormitory and vice-versa.

17. Students who are sick **must inform the Social Deans** between 8:30 - 10:00 am or have someone else do it. They must stay in their room unless Social Deans give them permission to be out.

18. Music: There is to be no playing country, any rock - hard or soft, easy listening, improper love songs, or any religious that does not conform to what is good Christian music. This must be reported right away.

19. Students are not permitted to be alone with a student of the opposite sex after dark.

20. At no time are students of the opposite sex to be inside of a building alone

21. Lady RA'S & Asst. RA's will be in charge of all Guest Room Cleaning.

22. Inform the Social Dean if you need more student passes.
23. Students must not call/text Deans after **7:30pm or before 8:00am Mon. – Thurs./ 5:00p.m. Fri. until 8:00a.m. Mon.**, they must tell you, the R.A., and you call us if there is an **emergency. If it can wait till tomorrow let it wait.**

Permissions

1. RA's are permitted to approve groups of 5, over 20 mile, and church cut permissions
2. In order to maintain consistency, if a student says he/she received permission from another RA or the Social Dean, verify the permission with the individual who gave it
3. IF a high school student or a student under 18 is asking to leave campus, make sure there is at least one responsible person over 18 in that group before you grant permission.
4. Those under 18 are minors and require our responsibility. RA must sign the off campus short trip form & turn it into the Social Dean's communication box.
5. All RA's have the authority to give permission to students living in the dorm to spend the night in each other's room on Fri. & Sun. nights or anytime during a break when the dorm is open.
6. If you have given permission but students are not being respectful to the policies of the dorm, you may have them go back to their own rooms. If individuals not living in the dorm

ask to spend the night in the dorm, the Social Dean must give permission.

7. Phone policy: Monday thru Thursday, Saturday, and Sunday phone curfew is 10:50pm. Friday phone curfew is 11:50pm.

To Dos

1. At dusk make sure blinds in public areas are closed.
2. Open blinds each morning.
3. Turn hall, lobby, and bathroom lights OFF at 11:00pm.
4. Turn hall and lobby lights ON each morning.
5. Each night after doing 10:30 room check. RA will need to check laundry room & make sure all laundry is out of the laundry room. If there is any laundry lying around put it on the free pile. (Do not take laundry out of washers & dryers) The person cleaning the laundry room will get rid of everything that is on the free pile every Fri.

Curfew and After Dark

1. After dark and anytime inside of the Dining Center, students of the opposite sex are permitted to fellowship in groups of 5 or more. Anything else requires special permission from the Social Dean. This applies to on and off campus.
2. Social Deans are the only ones permitted to give after curfew permissions.

3. R.A. will collect any high school student's cell phone at 10:50pm.
4. At 10:30 the R.A. needs to check to make sure all students are in their own room
5. Each night after doing 10:30 room check. RA will need to check laundry room & make sure all laundry is out of the laundry room. If there is any laundry lying around put it on the free pile. (Do not take laundry out of washers & dryers) The person cleaning the laundry room will get rid of everything that is on the free pile every Fri.
6. Evening Dormitory Guests must leave the dormitory by 7pm during the week and 10pm on weekends.

Study Hours

Study Hours Schedule

7:30-8:30 Study Hours

8:30-9:00 Study Hours Break (**passes required**)

-9:30 (If student does not need late lights, he/she may remain in PennStation until 9:30)

9:00-10:00 Study Hours

10:00-10:30 Prepare for Bed (Students are not permitted to leave the dorm)

10:30-11:00 Students must be in their rooms

11:00 Lights out

1. Starting at 7:30pm a respectful noise level should be maintained for the remainder of the evening.
2. After devotions, study hours begin. Students may have a few

minutes for:

- a. Library and music passes, restroom break, etc.
 - b. Getting questions answered by Deans and R.A.
 - c. Getting permission for various things.
3. Students must have a pass to leave the dorm and enter the Library or Music Hall. You may sign them. Make sure that they are going to the library only for research and the music hall for practicing.
 4. There is to be no loitering or visiting in the halls, lounges, or restrooms during study hours except by special permission of the R.A.
 5. No high school student may place a telephone call during study hours without first receiving permission from the R.A. in charge. Phone conversations must be kept under 15 minutes.
 6. College students get two 15-minute calls on the school phone during study hours. *Students may not communicate with their boyfriend or girlfriend by phone (including cell phones) unless the Social Dean and/or R.A. grant permission. Phone calls may be made between the hours of 6:00am and 10:50pm except during times when cell phone use is prohibited during study hours. The only exception is during study hour breaks.*
 7. Wednesday night study hours begin 15 minutes after returning from church. On Revival nights, study hours begin 15 minutes after the service. There is no 8:30-9:00 break.

Late Lights

1. Lights are to be out, during the week, at 11:00 except late lights (no showers are permitted during late lights)
1. Only if a student has been diligent in his studies may he have late lights. (No games, visiting, excessive phone calls, etc.)
2. During late lights there is no studying together, no games, no talking, no calls or texting.
3. Write down names of students who are not in rooms on time and whose lights aren't out. Put this information in your nightly report to the Dean.

Sundays

1. Quiet hours on Sunday begin at 1:30 and must be observed. Such things as reading, praying quietly, and sleeping are to be done.
2. Students are to be in their own room unless specific permission has been received from the RA.
3. No landline phone calls are permitted.
4. The R.A. in charge of Sunday night snack is also the lunch Dining Center R.A. and they need to stay in the Dining Center and **inform students in the Dining Center at 1:25 that it is time to get in their rooms.**
5. After snack on Sunday night, students are to go straight to the dorm. Guys are to go in the door facing Dining Center not walk around.

Ladies

1. There are to be no splits or slits, fingernail polish, lip gloss, make-up, or open shoes.
2. Ladies are not permitted to wear tight skirts or shirts, no see-through clothes, no low necks, no sleeves that show elbows.
3. Shoes are to be a medium height heel or less.
4. Only black, regular tan, or from the white family pantyhose is to be worn.
5. Skirts need to be of sufficient length to cover well below the knees.
6. If you have a question about dress code, please ask your Social Dean.

Activities:

1. Special permissions for activity extensions are given when the evening has been cut short by some other special campus event (revival, student government activities, etc.)
2. On an evening the activities have been extended, it is the responsibility of the Dorm RA's on duty to verify that the students who are not in the dorm at room check are at one of the specified activities.
3. The Dorm RA is responsible to verify each student has returned to his or her room after the activity is over.
4. Activities end 10 min. prior to curfew
5. Extensions will only be until 1a.m..

Gym:

1. You will need to get a key from the person that does night lock up to unlock & lock the gym. When you are finished playing, make sure that the volleyball net is put away & the floor is dust mopped and lights are out in gym, bathrooms & halls. No playing is allowed in the halls. Make sure doors are shut & locked.
2. If there has been any damage done, *including broken tiles*, fill out a maintenance form & give it to the Social Dean.
3. R.A.s, Assistants, & Activities Monitor will share responsibility to monitor the gym. The Social Dean will assign the dates of responsibility.

PennStation:

PennStation hours are:

Monday—8:30-9:30pm

Tues & Thurs—5:30-6:30pm & 8:30-9:30pm

Friday—7:00-11:00pm

Saturday— 1:00-3:00 & 7:00-10:00pm

PennStation Policies and Procedures

1. PennStation is for Penn View Students!
2. Students are not permitted in PennStation without an approved Resident Assistant at all times except when special permission is granted by the Social Deans.
3. Students are not permitted in PennStation outside of the posted scheduled hours of operation except by special permission from Social Deans or Dean of Students.
4. A student must accompany any guests. (Guests only permitted on Friday & Saturday.)
5. All students and guests are expected to comply with Penn View policies.
6. Please enjoy the games and furniture but do not abuse them.
7. Please clean up after use of facility.
8. No one should be “hanging out” in Penn Station except during these hours.
9. Passes will need to be signed and returned to R.A. during weekdays/study hours (like the library/music hall pass).
10. Assistant R.A.s will monitor PennStation on Weekdays.
11. R.A.s, Assistants, & Activities Monitor will share responsibility to monitor PennStation on the weekend. The Social Dean will assign the dates of responsibility.
12. If dorm students are staying in Penn Station until 9:30 on weekdays they are not permitted to have late lights.

PennStation R.A. Responsibilities

1. You must be available on Friday and Saturday nights if no one has shown up by 7:30 p.m. you may post a piece of paper on the door with your name & cell # & informing them to contact you if they would like PennStation opened.
2. To monitor student conduct to ensure they are in compliance with Penn View student handbook policies and posted PennStation policies
3. To report infractions of Penn View student handbook policies and PennStation policies to appropriate authorities, i.e. Social Deans or Dean of Students
4. To make sure facility is organized and clean after usage
5. To report any damage to facility, furniture, or equipment to Social Deans by filling out appropriate maintenance request and submitting this form to Social Deans

Student Benevolence Fund

1. Only Students from your floor may come to you for a card
2. Students may ask for up to 2 cards per month
3. RAs are responsible to record info on form provided

Dining Center Clarification

1. Anyone wanting to talk privately with a person of the opposite sex in the Dining Center needs to get special permission from the Social Deans and there must be a 3rd person in the dining area. (This cannot include the cook or cook's helpers)
2. In an effort to encourage healthy relationships, students are encouraged to eat meals with a group of people. If the majority of the group leaves the table, feel free to finish your meal.
3. Outside of meal times, students are permitted to be in the Dining Center with an immediate group of 5. If it is not a group of 5, ladies must be on one side of the Dining Center and guys on the opposite side of the Dining Center.
4. Lunch times are from 12:30-1:10
5. Supper times are from 5:00-6:00

Assistant R.A. Job Description:

1. The Assistant R.A. is to follow the job description of the R.A. when they are on duty.
2. Assistant R.A.s should report any policy violation to the Social Dean.
3. If the Assistant is off duty but sees or hears anything during evening hours, they should report it to the R.A. (The R.A. then should include it in the evening report).

EXHIBIT I

ENROLLMENT MANAGEMENT PLAN

PENN VIEW BIBLE INSTITUTE ENROLLMENT MANAGEMENT PLAN

Enrollment management is a process of moving interested prospects into enrollment, then graduation and alumni status, replete with memories of a beneficial ministry so that alumni can recommend the college to others. The process endeavors to move prospects relationally by incremental nudges for the purpose of promoting the Penn View Mission.

Penn View Bible Institute
Our Mission:

To prepare Christ-like Servant Leaders

through higher education
that engages spiritual transformation,
academic excellence,
social integrity,
and practical experience,

in the conservative Wesleyan-Arminian tradition
to fulfill our Lord's Great Commission.

The Enrollment Management program recruits appropriate prospects and supports the flow from admission to program completion, through obtaining information cards, hosting on-campus events, maintaining personal communication, and connecting with available financial aid.

Historically, PVBI has targeted mostly traditional, full-time, resident students. In addition, the school has recruited non-traditional part-time students with evening classes but the results have been minimal across the years. The priority continues to be the traditional student, but plans are projected to develop online studies later (tabled 09/08/2014), which would target non-traditional students. Strategies for recruiting non-traditional students need to be developed.

I OVERVIEW OF PROCESS

A. Categorize the target population into specific groups

- **Prospect** – 5th grade and older with potential college interest and a desire to serve God
 - **Level A:** 5th - 8th grade with potential college interest and a desire to serve God
 - **Level B:** 9th - 12th grade or recent graduate (within 2 years) showing signs of developing college eligibility and of interest in serving God
- **Inquiry** – has submitted an information request form or given some indication of interest in Penn View
 - **Level A:** 5th - 8th grade
 - **Level B:** 9th - 11th grade
 - **Level C:** 12th grade
 - **Level D:** Recent graduate (within 2 years)
- **High Interest** – 12th grade / recent graduate (within 2 years) who has indicated a level 3 or higher interest on an information request form (Scale is 1 to 5)
- **Applicant** – has submitted any part of the application packet
- **Complete** – has submitted a complete application

- **Accepted** – has been accepted to enroll
- **Student** – has enrolled for classes
- **Alumnus/a** – former student who has enrolled at least one semester
- **Graduate** – student who has graduated from a program of study

The goal is to recruit not just freshman-to-be, but graduates-to-be: — lifelong learners.

B. Establish an enrollment goal.

In the current setting, the enrollment goal is 90 students for Fall 2016 and up to 105 by Fall 2017. In Fall 2014, the freshman to sophomore retention rate was 70%; in Fall 2015, the rate was 86%. Out of the Fall 2015 student body of 70 students, a projection of 50 returning is reasonable. In order to reach 90, the freshman class needs to come to 40. Because a few may drop off in the late summer, the projections should be elevated 25% to 50 applications.

	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall Projection 2016	Fall Projection 2017	Fall Projection 2018
High School Early Start	1	8	3	1	4	4	4	4
Freshman	28	26	36	24	20	40	45	50
Sophomore	17	16	9	22	12	15	28	32
Junior	17	21	16	6	20	10	12	23
Senior	11	11	19	11	8	15	8	10
Special	3	9	7	8	6	6	8	8
Total	77	91	90	72	70	90	105	127

C. Divide the enrollment goal into cumulative monthly applicant goals

In 2012, recruitment worked by monthly goals and achieved an increase in enrollment. Cumulative monthly goals have been set as follows:

	Fall as of 10/01/2014	Fall as of 10/01/2015	Fall Projection 2016	Fall Projection 2017	Fall Projection 2018
	2014	2015	2016	2017	2018
Prospects	2584	2649	2750	2755	2760
Inquiries	2584	2649	2650	2595	2540
High Interest Inquiries	659	592	623	680	761
Applicants (any part)	21	25	59	66	74
Application Complete	20	21	49	56	62
Accepted	20	19	45	50	56
New Enrollees	20	17	40	45	50

Based on historical patterns, we have been harvesting 400 new inquiries each year. Each summer, the PR groups collect a surge of Information Cards (typically about 1,000, many of which are from prospects who are already in the system). During 2015 summer, 286 of these were new inquiries. The Central Pennsylvania Youth Convention committee has agreed to provide the contact information for all registered youth beginning with the 2016 convention (471 registrations). Some on the list will already be in our system. We harvested 125 new prospects this year and 75 for following years. These will be entered as “prospects,” not “inquiries” because they have not directly asked us for information. We project that we can elicit an inquiry

from 20% of these new “prospects.” The October 1 number is useful for planning the Fall mailings.

Each year the prospects whose high school graduation date was more than two years earlier and who have not maintained contact are removed. We estimate 470 of the 2013 graduates will be removed from the list by Fall 2016.

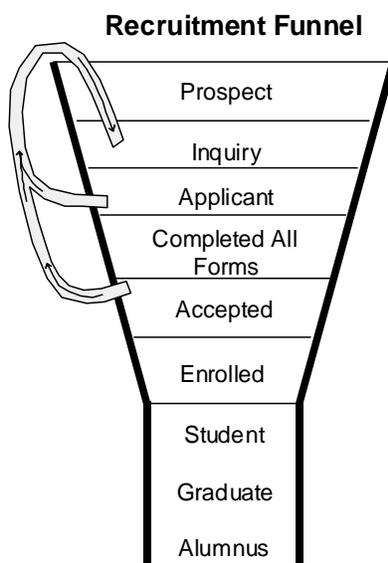
The most significant gap to close is moving high interest inquiries (prospects who are eligible to enroll for the fall term and have indicated interest level of 3 or higher on a scale of 5) to applicant status (any part of application). The following table demonstrates the ongoing flow of applications needed to achieve enrollment goals.

	<u>10 / month</u>
September	10
October	20
November	30
December	40
January	50
February	60
March	70
April	80
May	90
June	100
July (5 / month)	105
August (5 / month)	110

This creates a margin in case some applicants do not actually enroll. When the push for applications increases, the gap between Applicant (any part of application) and Enrollee will probably increase.

D. Advance the population through the categories from Prospects to Graduates

The target population has been categorized into the various categories so that specific recruitment activities can systematically advance the individuals from group to group. The following graphic is intended to illustrate the process, including the reentry for those who do not actually enroll.



II STRATEGIES AND ACTIVITIES

E. Recruitment

The following strategies and activities are implemented in the effort to move individuals from one category to the next.

1. Prospects (5th grade and older who show potential college interest and a desire to serve God.)

Recruitment Strategies

- Since names and addresses are not available for most of this group, we target them through PR events and campus events. This includes attendees and face-to-face conversations at these events. These events typically include conservative holiness worship services. The prospect's presence at this type of event indicates probability (or at least potential) that spiritual commitment, goals, and interests are aligned with the institutional mission.
- Promotional materials sent to churches, schools, and camps also reach these potential prospects.
- Student Recruiter or PR groups visit Christian schools especially within 150 mile radius.
- Public Relations music groups minister in churches, Christian schools, and camps from Maine to Florida and as far west as Kansas.
- Public Relations representatives assist in youth camps.
- Harvest list of young people registered at Central PA Youth Convention

Recruitment Activities

	Recruitment Activity	Completed By	Time Frame
Step 1	Create and maintain attractive recruitment literature and tools	PR Director/ Recruiter	Yearly
Step 2	Hold approximately 300 PR services per year including churches, and camps. Send representatives to assist at 20 youth camps in Alabama, Idaho, Indiana, Kansas, Michigan, Missouri, New Mexico, North Carolina, Ohio, Pennsylvania, and South Dakota.*	PR Director/PR Teams/Recruiter	Yearly
Step 3	Visit Christian schools and large conventions such as Youth Challenge, IHC, Outreach & Bus Convention, and Youth Conventions	PR Director/PR Teams/Recruiter	Yearly
Step 4	Target the young people at these events with recruitment literature and obtain their contact information.	PR Director/PR Teams/Recruiter	Yearly
Step 5	Enter information request cards into KanopySIS	PR Director/PR	Ongoing

		Teams/Recruiter	
Step 6	Enter information from Central PA Youth Convention registrations Contact new inquiries to complete additional information requested on our Information Cards. If they indicate interest level of 3 or higher, class them as Inquiries.	PR Director/PR Teams/Recruiter	February

* President stated the number of PR services with the following explanations:

Three PR Groups are contracted annually for a minimum of 50 services each in the Spring and Fall semesters, and 50 each in the summer	300
Choir/Orchestra typically does 20 services in the Spring; not counting Campus Days, Spring Concert	22
Choir/Orchestra typically does 8 services in the Fall, not counting Christmas Musical (3 presentations)	11
Total	333

2. Inquiries (has submitted an information request form or given some indication of interest in Penn View.)

The following strategies are beyond our present staff capabilities, but we plan to begin them at 30% (prioritized by interest level where appropriate), and then increase as additional staff and/or student workers are added.

Recruitment Strategies

- PR personnel continue to interact with prospects (inquiries) at PR events and campus events.
- Inquiries continue to see promotional materials sent to churches, schools, and camps.
- Level A (5th – 8th Grade): 2 contacts per year currently 186
 - Birthday Card (hand-written) 3 per week
 - Merged Form Letter (January) 1 bulk mailing per year
- Level B (9th – 11th Grade): 4 contacts per year. currently 806
 - Birthday Card (hand-written) 16 per week
 - Campus Days Brochure 1 bulk mailing per year (9th – Grads)
 - Campus Days Letter 1 bulk mailing per year (9th – Grads)
 - Facebook message or text (1 per year) 16 per week
 - Visit Christian Schools
- Level C (12th Grade): 6 contacts per year. currently 369
 - Birthday Card (hand-written) 8 per week
 - Campus Days Brochure included above
 - Campus Days Letter included above
 - Phone Call (1 per year) 8 per week
 - Facebook message or text (2 per year) 16 per week
- Level D (Recent Graduates): 4 contacts per year. currently 864
 - Birthday Card (hand-written) 17 per week
 - Campus Days Brochure included above
 - Campus Days Letter included above
 - Facebook message or text (1 per year) 17 per week
- New Inquiries at Level B, C, or D: currently 400 per year
 - Three contacts in first 6 weeks (text, phone call, facebook, email) 1200 per year
 - Then one per month for eight months 400 per month
 - Include various brochures, program information, financial aid, etc.

Recruitment Activities

	Recruitment Activity	Completed By	Time Frame
Step 1	Send a welcome letter in response to all first time information request cards received.	Enrollment Manager	Upon initial entry into database

Step 2	Send merged letter in response to all information request cards received in summer and early fall.	Enrollment Manager	Yearly in September
Step 3	Send merged letter in response to all information request cards received from prospects who are under 9 th grade	Recruiter/ Enrollment Manager.	Yearly in January
Step 4	Mail announcements for Campus Days and Senior Day	Enrollment Manager	*See mailing schedules below
Step 5	Continue to target the young people at these events with recruitment literature and conversations	PR Director/PR Teams/Recruiter	Ongoing

The schedule of mailings is as follows:

Date	Occasion	Recipients	Media
September (middle)	Summer Inquiries	All prospects who have completed an Information Card during the summer	Bulk mailing, letter from PR Director
November	Promotion of Senior Days	High School Seniors	Postcard from Student Recruiter
January (middle)	General acknowledgement of their interest in the school	Grade 8 and younger	Bulk mailing, letter from PR Director
January (late)	Promotion of Campus Days event	Grade 9 and older	Bulk mailing, Campus Days brochure
March (early)	Promotion of Campus Days event	Grade 11 and older, up to those who have graduated from high school within the last year	First class, handwritten postcard from PR contract students
	Promotion of Campus Days event	Pastors of churches in PR database	Bulk mailing, Campus Days brochure, letter from PR Director
March (middle)	Promotion of Campus Days event	Grade 9 and older	Bulk mailing, Campus Days brochure, letter from President

3. High Interest Inquiries (Inquiries who are high school seniors or recent graduates [within 2 years] and have indicated a level 3 or higher interest on an information request form.)

The following strategies are beyond our present staff capabilities, but we plan to begin them at 30% (prioritized by interest level where appropriate), and then increase as additional staff and/or student workers are added.

Recruitment Strategies

- Continue Recruitment Strategies from Inquiries Level C & D.
- Level A (12th Grade): 18 contacts per year
 - Birthday Card (hand-written) currently 172 included above
 - Campus Days Brochure included above
 - Campus Days Letter included above
 - Phone Call (1 per year) included above
 - Facebook message or text (2 per year) included above
 - In addition, contact every month until projected matriculation. 2064 per year

Student Advocates (PR Contract students?) will be assigned to 15 inquiries each to nudge through the process.
(Division Directors will make three of these contacts.)
- Level B (Recent Graduates): 10 contacts per year. currently 371 included above
 - Birthday Card (hand-written) included above
 - Campus Days Brochure included above
 - Campus Days Letter included above
 - Facebook message or text (1 per year) included above
 - In addition, contact every 2 months until projected matriculation. 3710 per year

(Division Directors will make three of these contacts.)
- Content of contacts should be increasingly focused on his/her needs and interests.
- Email links to pages on PVBI website that answer questions regarding financial aid, tuition, fees, etc.

Recruitment Activities

	Recruitment Activity	Completed By	Time Frame
Step 1	Contact inquiries every two weeks, then weekly as above	Recruiter	Ongoing
Step 2	Mail applications for enrollment to 12 th graders	Recruiter/ PR Secretary	Yearly in October
Step 3	Follow-up phone call to explain application packet	Recruiter/ PR Secretary	1 week after mailing
Step 4	Text message encouraging prospect to fill out application	Recruiter/ PR Secretary	2 weeks after mailing
Step 5	Continued weekly contact until application is received	Recruiter/ PR Secretary	Ongoing
Step 6	Recruitment contacts via FaceBook, txt, phone, etc.	PR Director	Ongoing

4. Applicants (High interest prospects who have submitted an application.)

Recruitment Strategies

- Continue Recruitment Strategies from “Inquiries” and “High Interest Prospects”
- In addition, contact weekly for the last six months before projected matriculation. 1300 per year
(Targeting 50 applications per year)
- Division Director will send letter 50 per year
- Content of contacts should be increasingly focused on applicant’s needs and interests.

Recruitment Activities

	Recruitment Activity	Completed By	Time Frame
Step 1	Continue to contact to see if they have any questions or concerns (financial, dorm, wifi, etc.)	Student Recruiter	Within a week of application
Step 2	Letter from Division Director	Division Director	Within two weeks of application

F. Admissions

The Admissions Office implements the Enrollment Management Plan to nudge prospects toward enrollment in an organized pattern. Recruitment efforts include the Public Relations (PR) Director, the PR Secretary, the PR contract students, the Enrollment Manager/Registrar, the Academic Dean, the Division Directors, the President and others. Once a prospect submits an application the Admissions Office assumes major responsibility for that person, although the Student Recruiter will continue making contact as the person moves toward enrollment.

Accepting High Quality Applicants

In striving to ensure that accepted students are aligned with the institutional Mission Statement, the Admissions Office gathers information on applicants as follows:

Admissions Objectives	Acceptable Performance	Measure
Ensure that accepted students align sufficiently with the Spiritual Objectives to begin studies	Applicants must know Christ as personal Savior or at least be willing to seek. (Only a few would be accepted on the second condition.) Means of <i>5 mostly true of me</i> on Wesleyan Wellness Profile (WWP) line item Means of <i>5 mostly true of me</i> on Student Survey (SS) line item	A written testimony of the student's spiritual journey is required with the Application for Admission. A specific question on the Application for Admission addresses the applicant's spiritual condition. The Academic Dean personally interviews any applicants who do not profess to be saved, regarding their attitude toward seeking salvation, before granting acceptance. If the applicant is unwilling to seek to be saved, admission would normally be denied. Three character references are requested with the Application: one from the student's pastor, two from general acquaintances. If the references raise questions, the school staff makes additional contact to ascertain whether the issue is significant enough to interfere with acceptance. After enrollment, the following measures further reflect on whether this objective was achieved. The President interviews each student at registration about spiritual life. After admission, WWP # 1a, 1b, 1c follows up reflectively After admission, SS# 1a, 1b, 1c, 1d, 1e, follows up reflectively
Ensure that accepted students align sufficiently with the Intellectual Objectives to begin studies	Student possesses a standard high school education and an indication of readiness for college studies	A high school diploma or General Educational Development (GED) certificate is required to ensure that accepted students will be able to undertake college level work. High school records often include standardized test scores, which provides additional insight related to the applicant's educational level. Scores from SAT (formerly Scholastic Aptitude Test) and/or ACT (American College Testing) are usually required. Scores from the Test of English as a Foreign Language (TOEFL) are required for non-native English speakers. After enrollment, the following measures further reflect on whether this objective was achieved. The ABHE Bible Exam administered during registration follows up reflectively. English placement testing is administered at registration to assess whether freshman need remedial grammar or are ready for one of the freshman English courses. Music placement testing is administered to assess whether music majors need remedial work in music theory.
Ensure that accepted students align sufficiently with the Social Objectives to begin studies	Students reflect sufficient social skills to be able to function in the college setting (at least in the professional judgment of the admissions personnel).	Specific questions on the Application for Admission address social connections. Specific questions on character references address social relationships. If these raise questions, the school staff makes additional contact to ascertain whether the issue is significant enough to interfere with acceptance. In certain cases, a personal interview may be required.

Processing Applications in Appropriate Manner

The Admissions Office is committed to demonstrate sincere care for all applicants and to process Applications expeditiously.

Admissions Objectives	Acceptable Performance	Measure
Process applications expeditiously	Appropriate turn-around in communication	Compare dates of key points of process and acceptance letter
Demonstrate care for applicants	Means of <i>6 satisfied</i> on Noel-Levitz Student Satisfaction Inventory (SSI) line items	SSI #4, 43 follow up reflectively

Ensuring Sufficient Documentation for Admissions Decisions

The Admissions Office collects the following artifacts in the applicants' files:

Admissions Objectives	Acceptable Performance	Measure
Collect appropriate documentation upon which to base admissions decisions	Application for Admission Form including personal testimony Character References High school records and indications of performance	Registrar/Enrollment Manager and Academic Dean examine the contents of the folders of applicants when considering each for acceptance. In selected cases, the President also reviews application folder.

The Academic Dean uses insights from each applicant's materials to guide academic advisement and to suggest strategies for study skills or remediation of learning limitations.

1. Applicants (High interest prospects who have submitted an application.)

Admissions Strategies

- Check for questions, concerns, or difficulties.
- Contact applicant to provide progress update each time a piece of the application is received.
- Send provisional acceptance letter when the application form itself is received.

Admissions Activities

	Recruitment Activity	Completed By	Time Frame
Step 1	Personal letter indicating application status and provisional acceptance.	Enrollment Manager	Day after application is received.
Step 2	Continued contact until entire application including fee is received	Enrollment Manager	Semimonthly
Step 3	Application is processed and submitted for acceptance	Enrollment Manager	Ongoing
Step 4	Acceptance is determined If application is declined, notify Student Recruiter.	Academic Dean	Ongoing

2. Accepted (Applicants who have been accepted.)

Recruitment Strategies

- Check for questions, concerns, or difficulties.
- Contact applicant to acknowledge acceptance.

Recruitment Activities

	Recruitment Activity	Completed By	Time Frame
Step 1	Acceptance letter is mailed to prospect	Registrar	Ongoing
Step 2	Information is passed on to appropriate Divisional Directors	Enrollment Manager	Ongoing
Step 3	Dorm student information is passed on to appropriate Social Dean	Enrollment Manager	Mid August

Applicants who do not enroll continue to be listed as prospects, unless Enrollment Manager knows they have enrolled at another college or they are no longer interested. Enrollment Manager continues contact with those who are still interested.

G. Financial Aid

The *Application Packet* (p. 14-18) describes various opportunities for financial aid, which are also advertised on the school's web site. These opportunities include a number of scholarships, discounts for students whose parents are in full-time ministry, the work scholarship program, and public relations contracts. Some of the scholarships are criteria based, meaning that all who qualify are granted that scholarship. The Registrar reviews the students' applications for these scholarships and manages the receipt of the required references. If the student meets all requirements, the Registrar prepares a certificate and forwards it to the Academic Dean and the President for final signatures. Some of the scholarships are limited, so the recipients are selected by the Administrative Committee, based on nominations from the division directors. The Board of Directors has authorized other scholarships that the President and the PR Director may offer directly to promising students they meet. Since 2014, the Summer Work Scholarship, similar to the Work Program is based on \$3,000 amount applied to the school account, plus weekly stipend and on-campus housing, in exchange for on-campus employment through eight weeks of the summer. Financial aid decisions are made in a timely manner and communicated to the recipients as early as possible to facilitate their planning and enrollment. Currently, the institution does not participate in Title IV funding from the federal government, although it probably will when that becomes a possibility. Penn View students are eligible to apply and they have frequently received scholarships from Evangelistic Faith Missions (13 out of 25 annual Yocum Scholarships) and from Hope International Missions. God's Missionary Church, Inc. extends one full-time scholarship to a ministerial student each year.

The Work Scholarship program is need-based so the Application for Work Scholarship inquires about the student's financial status. The program offers three levels of support: \$1,000, \$1,300, or \$2,000 per semester. Most applicants who apply are approved, unless there are more applicants than there are positions available. In that case, students who appear not to have pressing needs may be asked to accept a reduced level. The Work Program Director approves applications with some consulting from the Academic Dean, and the Registrar communicates the approval to the student. The Work Director also communicates with the student to facilitate beginning of work assignments.

Progress toward Title IV approval with USDE has been stalled due to the requirement for some type of state approval. As explained in the Compliance Document (2016) under Standard 4, upon the advice from the Pennsylvania Department of Education, PVBI voluntarily applied for and received Private Licensed School status, but Title IV funding is highly program specific and the license only covered one short program. For now, the Board and the administration have chosen to focus on obtaining accreditation before resuming the Title IV application process.

H. Retention

1. Students (Applicants who have enrolled for classes on registration day.)

Retention Strategies

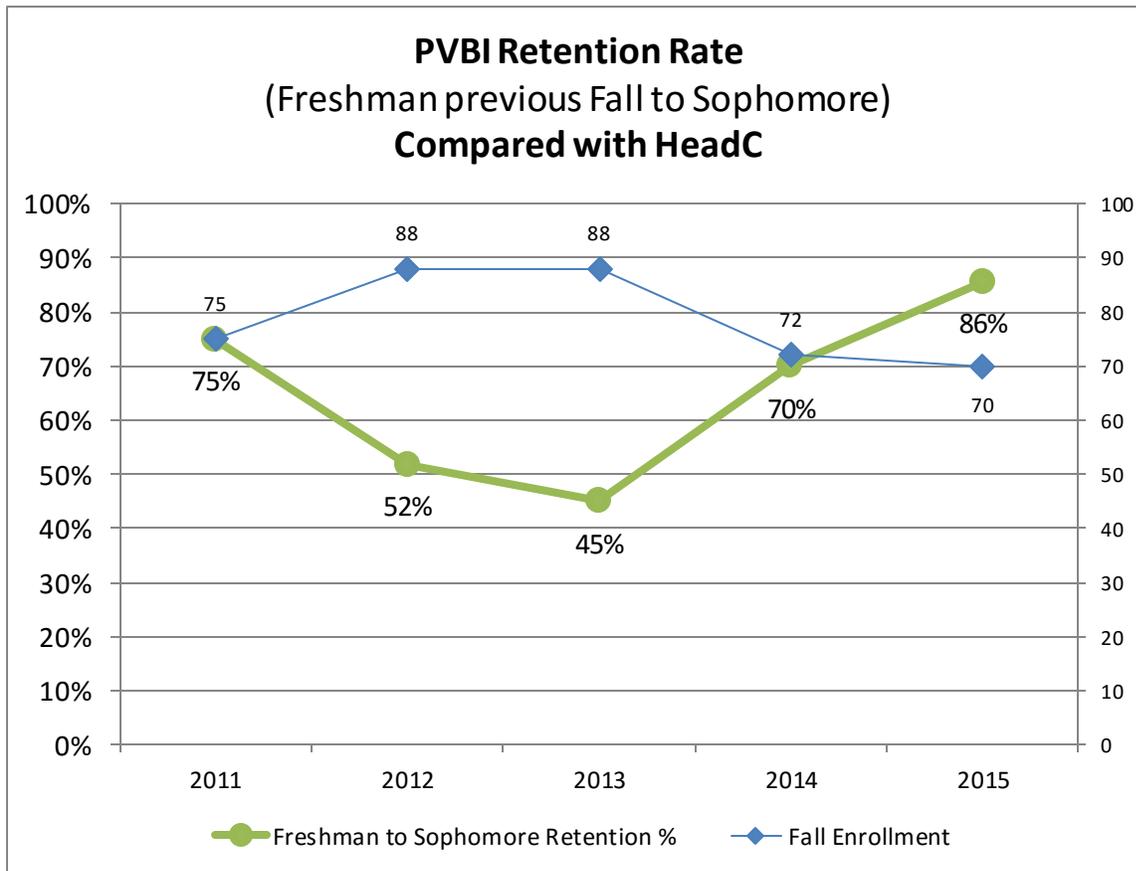
- Tinto (2004, as cited by Crockett, n.d.) recommended focusing retention efforts toward 1) providing support (e.g., tutoring, developmental courses, student groups, summer bridge programs, academic advising, personal counseling, freshman seminar), 2) connecting academic support to everyday life (e.g. supplemental instruction and linked classes), 3) effective assessment (e.g., entry assessment, early warning systems, student learning, student satisfaction, student engagement, educational outcomes, advising, teaching), 4) engaging students on learning (e.g., cooperative/collaborative teaching strategies, learning communities).

Tinto, V. (2004). "Student Retention and Graduation: Facing the Truth, Living with the Consequences". (Occasional Paper One) Pell Institute for the Study of Opportunity in Higher Education: Washington, D.C. (222.pellinstitute.org) as cited in Crockett, D. S. (n.d.). The Ten Most Effective Retention Strategies for Community/Technical Colleges. Retrieved from <http://docplayer.net/3064806-The-ten-most-effective-retention-strategies-for-community-technical-colleges-david-s-crockett.html>

PVBI prioritizes the following retention efforts:

- 1) Support students through
 - a) academic advising from Division Directors, faculty members, and Academic Dean
 - b) academic support for At-Risk students, including weekly meetings,
 - c) freshman seminar (College Study Skills)
 - d) remedial courses (for example, English Grammar and Elements of Music)
- 2) Connect students relationally to
 - a) faculty or staff persons through advisement and personal sharing
 - b) programs (New Student Orientation, Returning Student Orientation, Intramurals, Small Groups)
 - c) other students (general activities)
 - c) another student (for example, Residents Assistants)
- 3) Engage students academically through
 - a) courses that require practical implementation of learning
 - b) courses that require active learning styles (Moodle)
 - c) Christian Service Learning and other school-related ministry opportunities
- 4) Assess with view to improvement
 - a) students to identify At-Risk persons and implement support (high school records, Noel-Levitz College Student Inventory)
 - b) programs to identify successes and weaknesses (focus groups)
 - c) instruction (Student Course Evaluations, Peer Review, Academic Dean)
- 5) Contact students who do not plan to return
 - a) conduct exit interviews to understand their concerns, possibly persuade them to return
 - b) identify financial concerns

- Historically, PVBI freshman-to-sophomore retention rate had been 70%. The last five years there was a drop and then a return to the higher level.



- Program completion rates calculated according to the ABHE Annual Report guidelines are low.

Enter Fall	# Entering Class	Complete in 150%	Annual Report	% Completions
2004	33	12	2010	36%
2005	21	6	2011	29%
2006	40	8	2012	20%
2007	26	7	2013	27%
2008	22	7	2014	32%
2009	25	8	2015	32%

The Compliance Document (2016) contains more detail, but judging from numerous conversations with students, completion rates are affected by PVBI's non-degree status. Progress toward accreditation has generated enthusiastic support from students. As described in the Compliance Document (2016), PVBI is planning to pursue degree-granting status as soon as the endowment issue is resolved.

Retention Activities

PVBI practices the following structured activities to facilitate Retention Strategies:

	Retention Activity	Completed By	Time Frame
Step 1	User-friendly Registration process: PR students are appointed to welcome students and to take them to the first station where they will be guided to begin the necessary forms for registration. The process is	Registrar; Academic Dean, PR Director, PR Students,	Registration Day

	calculated to accomplish the necessary details, harvest the appropriate information, register the student in the appropriate courses, and deal with the student account. (Retention Strategy 1, 2)	Dean of Students, President, Business Office	
Step 2	Progress Chart outlines the projected course of study for their major. Registrar uses the charts to project student needs beforehand. Division directors review the Progress Chart when the students register. Occasionally the Academic Dean reviews the Progress Charts with individual students. (Retention Strategy 2)	Division Directors, Registrar, Academic Dean	Registration Day and following
Step 3	Noel-Levitz CSI identifies At-Risk students; Registrar arranges the administration; Coordinator of Institutional Effectiveness (CIE) coordinates use of results, Appointed staff members confer with those identified as At-Risk. All other students receive report of their results with an invitation to discuss if they wish. (Retention Strategy 1, 2, 4)	CIE, Registrar, Academic Dean, Dean of Students	Registration Week and following
Step 4	Noel-Levitz SSI asks student to express how important various campus features are to them and to state how satisfied they are with those features. Results are discussed by faculty and other units of the institution to improve services and raise student satisfaction ratings. (Retention Strategy 4)	CIE, Registrar, Academic Dean, Dean of Students, Director of Operations	Even-numbered Fall Terms
Step 5	Student Course Evaluations are collected and tabulated. Results are communicated to each instructor and discussed with the Academic Dean to improve instruction and increase student satisfaction. (Retention Strategy 4)	Registrar, Academic Dean, Faculty Members	End of each semester
Step 6	Progress chart updated every semester indicating which courses have been completed. The revised chart is used to project student needs for the following semester. Division Directors communicate periodically with the students about their progress. (Retention Strategy 2)	Registrar, Division Directors	End of each semester
Step 7	Academic Assistance Meetings to identify methods to improve study skills and to develop personal discipline. (Retention Strategy 1, 2) Personal meetings with At-Risk students to support and to identify methods to improve study skills and to develop personal discipline. (Retention Strategy 1, 2)	At-Risk Advisor Administrators and Faculty	Every Monday and as appropriate Ongoing
Step 8	Student Services includes advising, student activities (Student Government, Intramurals, Penn Station, picnics), food and health services, housing, and the Dean of Students Office. Student Services endeavors to enhance Student Life spiritually, academically, physically, and socially. (Retention Strategy 2)	Dean of Students, Social Deans, Director of Operations	Ongoing
Step 9	When a student requests a withdrawal form, a series of meetings is initiated to endeavor to understand that person's needs (perhaps financial concerns), possibly persuade the person to return, and to discover areas of the institution that need to be improved. (Retention Strategy 5)	President Academic Dean Dean of Students Social Deans Relevant Faculty Business Office	As needed

Students who come, then discontinue attendance, are re-listed for contact if they are still interested and if they complete another information request.

I. Alumni Relations

To be developed

Graduates (Students who have completed their course of study and graduated)

Collect and update names, addresses, contact information
 Send Focal Point
 Distribute email news

Alumni (Students who enrolled at least one semester)

Collect and update names, addresses, contact information
 Send Focal Point
 Distribute email news

III ASSESSMENT OF PLAN

A. Table of Assessment Data

<u>Administrative Objectives / Outcomes</u>	<u>Means of Assessment and Criteria for Success</u>	<u>Summary of Data Collected</u>	<u>Use of Results</u>
1. To facilitate enrollment stability and growth through expanded recruitment	1a. Obtain 1,000 information cards per year (not counting multiple submissions)	1a. 780 prospect records updated or added (June 2015 – March 2016). This is less than a year, but it is the data available in the current system. In the future the data should be calculated annually on October 1.	1a. Need to increase recruitment efforts to harvest more information cards to reach the goal of 1,000. The term evaluated was less than a year, so the shortage may not be as great as it appears.
	1b. Harvest 50 applications per year. Increase goal to 100 applications in 2016.	1b. 25 Prospects began application process (any part) for Fall 2015.	1b. Number of applications fell short of the goal. Implement new strategies listed above to encourage <i>High Interest Prospects</i> to submit applications.
	1c. Enroll 40 freshmen per year. Increase by 5 each year for the next 2 years.	1c. 17 Applicants (68%) enrolled in Fall 2015.	1c. Satisfactory % of Applicants that enrolled. However, we need to increase total applications.
2. To increase student success to program completion	2a. Achieve 75% retention rate from Freshman to Sophomore. Current rate is 70%.	2a. Retention rate for Fall 2015 = 86%	2a. Commendable retention rate.
	2b. Raise program completion rate to 40% by Spring 2018. Current rate is about 30%.	2b.	2b.

EXHIBIT J

FACULTY AND STAFF CONTRACT

Faculty/Staff Contract

AGREEMENT

The Board of Directors of Penn View Bible Institute (PVBI) does hereby enter into an agreement with (employee) _____ to accept and fill the position(s) of _____ at Penn View Bible Institute for the academic or contract year beginning _____ and ending _____ unless extended time of service is agreed upon by the Administration. The employee further agrees to perform the duties of this position (or positions) in full accordance with the rules and regulations of Penn View Bible Institute as established by the Board of Directors.

COMPENSATION

PVBI agrees to provide the employee the following compensation and benefits:

Base Salary:	«Base Salary» _____ per week
Food Allowance:	«Food Allowance» _____ per week
Housing:	«Housing» _____ per month
Utilities:	\$ _____ per month
Medical Benefits:	\$ _____ per month
Vacation Pay:	_____ days per contract
Sick Days:	_____ days per contract
Personal Days:	_____ days per contract
Holidays:	_____ days per contract
Children's Tuition:	_____ per contract
Other:	

CONDITIONS

1. PVBI reserves the right to approve in advance any off-campus housing desired or agreed upon by the employee.
2. No employee shall teach or promote any doctrine, which is contrary to the doctrinal position of PVBI.
3. No employee shall discuss school problems with other employees or students in such a manner that would undermine the school or destroy school spirit.
4. PVBI will provide the employee an extension of housing and utility benefits for a maximum of thirty (30) days after termination of the contract regardless of cause of termination.

TERMINATION OF CONTRACT

- 1. This contract, when properly executed, shall be binding upon both parties but may be terminated by mutual consent of both parties due to mitigating circumstances.*
- 2. In the event of dissatisfaction of either party, the cause of such dissatisfaction shall be referred to the Board of Directors for arbitration. If the matter cannot be resolved, the dissatisfied party shall give notice of intent to terminate the contract.*
- 3. This contract shall be terminated two weeks from date of notice unless other arrangements are mutually agreed upon. Premature termination of this contract by the employee shall result in the immediate forfeiture of all benefits of said contract.*
- 4. Any actions of the employee that are in violation of the terms and conditions of this contract shall be considered a breach of contract by PVBI and may result in immediate termination.*

SIGNATURES

NOTE: Failure to return a signed copy of this contract to the Administrative Office of PVBI within fifteen (15) days of issuance shall be considered a rejection of said contract.

PVBI

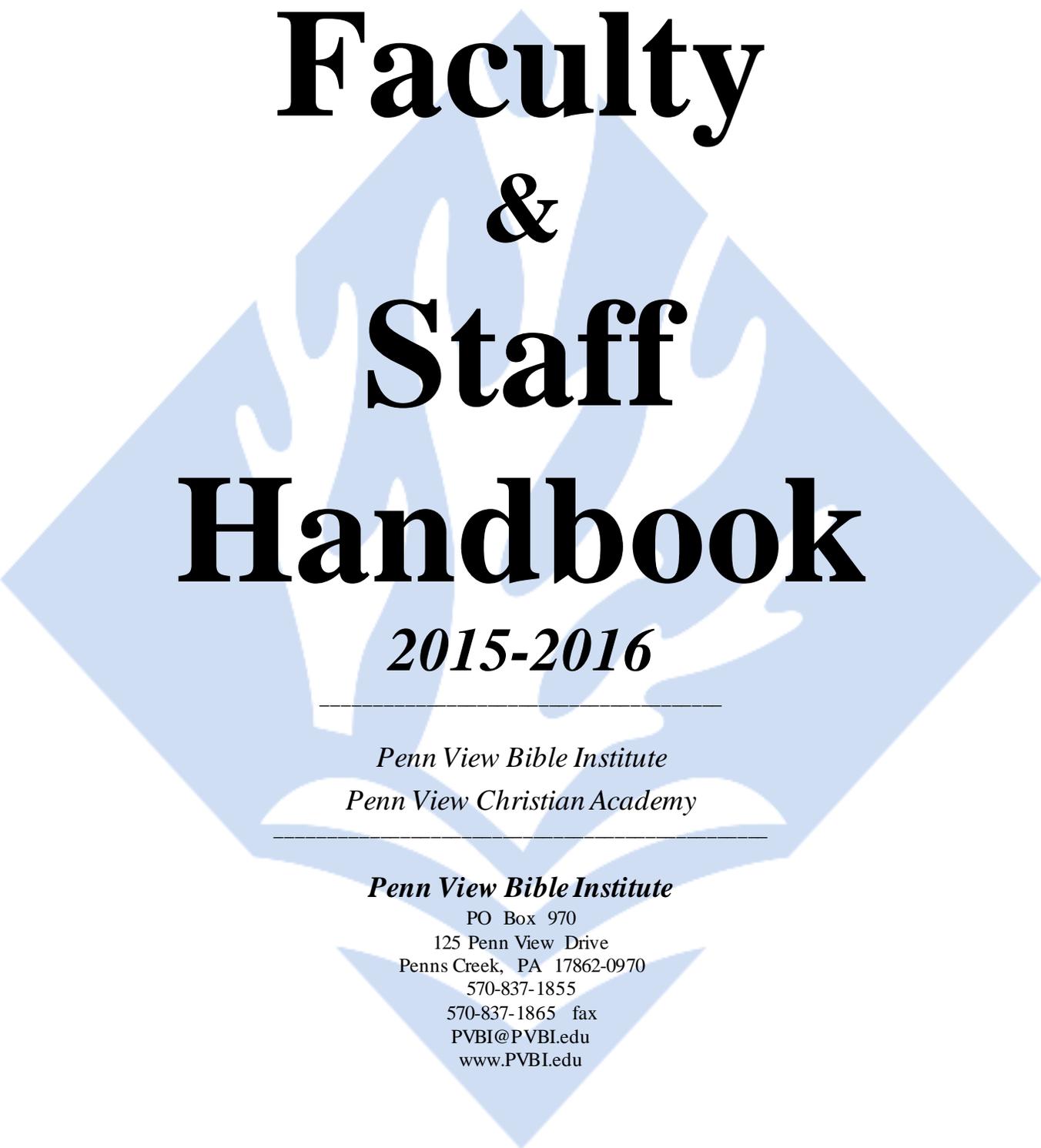
DATE

EMPLOYEE

DATE

EXHIBIT K

FACULTY AND STAFF HANDBOOK



Faculty & Staff Handbook *2015-2016*

*Penn View Bible Institute
Penn View Christian Academy*

Penn View Bible Institute

PO Box 970
125 Penn View Drive
Penns Creek, PA 17862-0970
570-837-1855
570-837-1865 fax
PVBI@PVBI.edu
www.PVBI.edu

Faculty & Staff Handbook

Penn View Bible Institute

Penn View Christian Academy

Penn View Bible Institute does not discriminate on the basis of gender, race, age, ethnic origin, or disability in its admission of students or its employment of faculty and staff.

This Faculty and Staff Handbook contains current information, but its policies and programs are subject to change after the date of publication. This Faculty and Staff Handbook represents the relationship between Penn View and the constituents, but it is not the actual contract.

Penn View Bible Institute Mission

To prepare Christ-like Servant Leaders

through higher education
that engages spiritual transformation,
academic excellence,
social integrity,
and practical experience,

in the conservative Wesleyan-Arminian tradition
to fulfill our Lord's Great Commission.

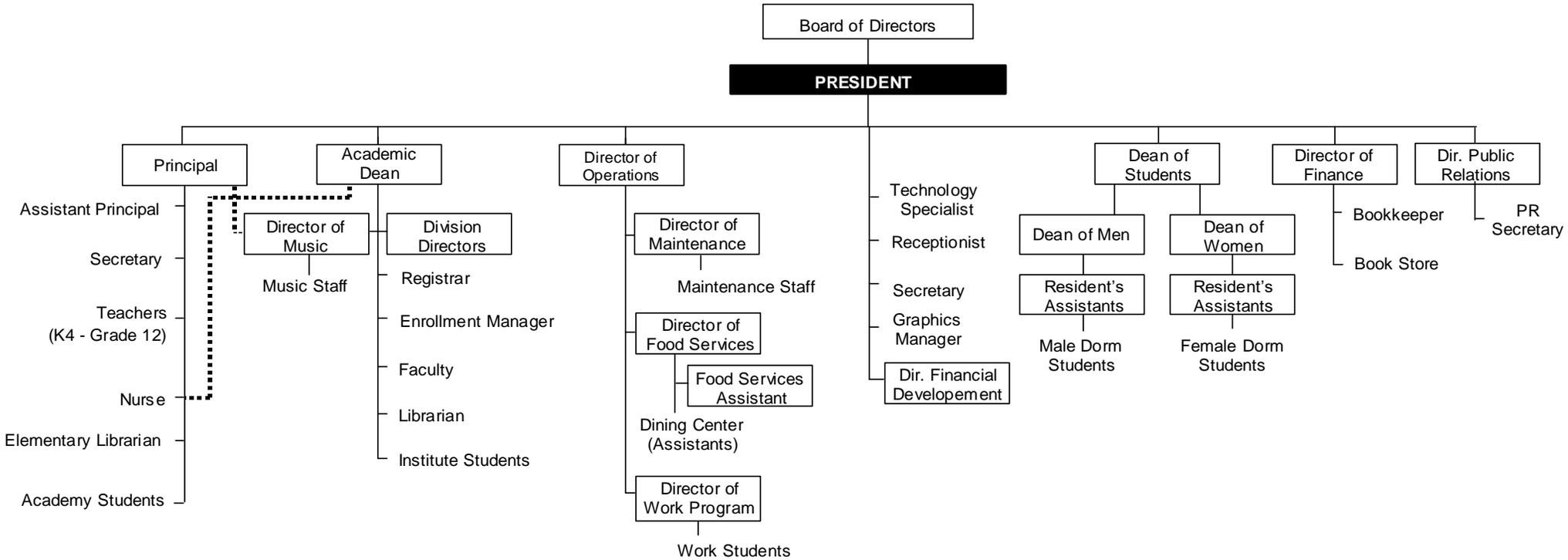
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Organizational Reporting Structure

Penn View Bible Institute

Organizational Reporting Structure



Core Values

God, His Glory, and worship form the center of all values at Penn View. This center radiates through:

1. **Authority of Scripture** (inerrancy) in every area of life (obedience), in all relationships (social), and in all thinking (biblical worldview)
2. **Personal Experience** of saving and sanctifying grace; victorious holy living; a life of prayer and faith; Christlikeness that produces integrity in spiritual, moral, relational, financial, and educational dimensions.
3. **Stewardship** of all resources – Mind, body, gifts and abilities, opportunities, influences, time, finances, and natural resources.
4. **Great Commission** – Spirit-filled evangelism and ministry, emphasizing the dignity and value of each individual; discipleship (including a conservative holiness lifestyle)

Institutional Goals

For an institution to be effective in achieving its goals, those goals must be clearly stated and must be measurable. At Penn View Bible Institute an earnest effort is made to assist each student to realize each of the following goals in his or her life. We seek to help the student:

1. SPIRITUALLY

- a. To know Christ as personal Savior and Sanctifier.
- b. To develop a love for the Word of God.
- c. To develop Christian character consistent with New Testament teaching.
- d. To learn how to discover the will of God for his or her life.
- e. To discover an area of service in the church that gives purpose and direction to his or her life.

2. SOCIALLY

- a. To develop Christian dedication, discipline, and unselfish service resulting in good interpersonal relationships.
- b. To develop awareness as a responsible member of several social structures: family, church, nation, and world.

3. INTELLECTUALLY

- a. To develop an understanding of basic Bible content and to develop an appreciation of the completeness and the adequacy of the written revelation.
- b. To develop knowledge in the area of general education as will prepare the student for ministry in contemporary society.
- c. To develop a level of proficiency in professional studies consonant with the beginning Christian worker.

Doctrinal Statement

Penn View Bible Institute adheres to the historic Christian faith as expressed in the Wesleyan-Arminian position.

The Bible, consisting of the sixty-six canonical books of the Old and New Testaments, is the plenary inspired Word of God and is inerrant and infallible in the autographs.

There is one God, eternally coexistent in three Persons: Father, Son, and Holy Spirit.

Jesus Christ is the only begotten Son of God. He was conceived of the Holy Spirit, born of the Virgin Mary, died on the cross for the sins of mankind, was buried, and rose from the dead on the third day following. He ascended to heaven where He is presently seated at the right hand of God to make intercession for the believer. At a time known only to the Father, He will return in power and glory to receive His disciples and to judge the world.

The Holy Spirit, third Person of the Trinity, is the operative Agent in the redemption of mankind. Likewise, He enables men to understand truth, imparts life to those who repent and believe, and abides as the Comforter of the children of God.

Man was created by God in His own image. Through willful disobedience the first man fell from his original righteousness, incurring both physical and spiritual death. Thus sin came upon the whole human race.

Salvation is by grace through faith in Christ, whose death alone was meritorious in securing salvation for men. Full salvation is received in two crisis experiences. Initially the one who truly repents of his sins and exercises faith in Christ is justified, thus being restored to a right relationship with God through Christ; regenerated, thus receiving new life and the ability to live above willful sin; and adopted, thus becoming a true child of God. Subsequently, the believer may by faith receive the fullness of the Spirit through which the heart is cleansed from all sin and the believer is empowered for effective service. This is sometimes termed entire sanctification. These relationships with God can only be maintained by a consistent walk of obedience and faith.

At the second coming of Christ to the earth, there will be a resurrection of all men; of the saved to everlasting bliss in the presence of God, and of the unsaved to everlasting punishment.

Marriage and Sexuality

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rob. 1:26-29; 1 Cor. 5:1; 1 Thess. 4:1-8; Heb. 13:4)
2. We believe that the only Scriptural marriage is the joining of one man and one woman; therefore, no minister or member in this denomination shall participate in any marriage ceremony other than a God-defined marriage of one man and one woman. (Gen. 2:24; Matt. 19:4-6; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)
3. All uses of the facilities and/or properties owned by or affiliated with God's Missionary Church and/or Penn View Bible Institute must be in harmony with the Articles of Doctrine and General Rules of God's Missionary Church regarding human sexuality. No use of any ministry facilities and/or properties will be granted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the ministry's Articles of Doctrine and General Rules regarding human sexuality. Facility and/or property use will not be approved for activities that conflict with the Articles of Doctrine and General Rules including any marriage celebration other than a God-defined marriage of one man and one woman.

Marriage and Sexuality Cont.

4. We shall continue to show love and compassion to all who are enslaved in sin's degradation, proclaiming full deliverance through the precious blood of Christ, knowing "that they which do such things shall not inherit the kingdom of God" (Lev. 18:22; Lev. 20:13; Rom. 1:24-28; 1 Cor. 6:9-10; Gal. 5:1-21)
5. If any of the aforementioned persons or office holders practice this lifestyle or participate in such a ceremony they forfeit their right to any office or church membership in our conference. Practicing this lifestyle or participating in such a ceremony shall constitute removal of membership or office.

Administrative Officers

President

President is the Chief Operating Officer of Penn View Bible Institute. The President is responsible to the Board and supervises planning, financial, and administrative activities. He or She directly supervises all administrators which includes Operations Director, Finance Director, Public Relations Director, Academic Dean, and Dean of Students. (For a more comprehensive description for the President see Administrative Handbook).

Operations Director

Operations Director oversees campus operations which pertain to facilities, maintenance, food services, as well as Resident Halls. Responsibilities include sustaining satisfactory operations in the assigned areas to fulfill Penn View Bible Institute's Mission.

Finance Director

The Finance Director manages the business offices and personnel to insure a consistent and orderly operation of the Financial Department. This person is the Chief Purchasing and billing agent for the Institute. They establish all financial protocols within the organization and develop reports for third party oversight.

Public Relations Director

The public relations director is responsible for the scheduling of all public relation service, and coordinating logistics for such travel. They also are responsible for the preparation of publicly distributed promotional and informational materials.

Academic Dean

The Academic Dean is the Chief Academic Officer and is responsible for oversight of the faculty, the curriculum, the students (especially in regards to academics), and the Registrar. He or she is further responsible for external approvals from government agencies and accreditation organizations.

Dean of Students

Dean of Student provides oversight of student services. These services include non-academic counseling, student life in Resident Halls as well as supervising the Social Deans. In addition, the Dean of Students is responsible for student activities as it pertains to Dorm Life. This includes activities that enhance student social and spiritual development.

Administrative Bodies

Administrative Council

The Administrative Council consists of the President, Academic Dean, Director of Operations, Director of Finance, Public Relations Director, and the Dean of Students. These members meet on a weekly basis and at any additional times as instructed by the President. This council provides updates as well as oversights on the school's overall operating procedures.

Faculty & Staff General Responsibilities

1. You must possess good character and maintain a good personal testimony by practicing good Biblical lifestyle standards.
2. Your chief duties or responsibilities are the following:
 - a. To study to rightly divide the "Word of Truth."
 - b. To master your course material and teaching methods from a Judeo-Christian worldview.
 - c. To integrate biblical principles in your course discussions, assignments, and other class activities.
 - d. To convey the Scriptures so that students have the best possible interpretation of the Truth.
3. You are to strive for your students to have the best spiritual instruction.

Remember: Education divorced from the Scriptures is dangerous.

 - a. The Bible should be the first standard of Christian life and conduct.
 - b. Holiness is to be taught as well as modeled, as the answer to sinfulness. The *Fruit of the Spirit*-- especially love, joy, peace, longsuffering, gentleness, goodness, faith, meekness & temperance-- shall be exercised to all.
 - c. Good Biblical standards are to be wisely taught, humbly practiced, and effectively encouraged.
 - d. Classrooms are to be orderly and well in hand. Without classroom control, little is accomplished.
 - e. You should seek to train students with a good knowledge of God and His Word.
 - f. You need to take a personal interest in seeing that students' spiritual needs and questions are being addressed and met. This may require some one-on-one private time.
 - g. Students should have a good foundation for further study and a practical ministry.
4. You are to strive for your students to have the best educational instruction.

Remember: Spiritual development divorced from academic advancement limits the effectiveness of Christian workers.

 - a. Help them master their subjects. Academic excellence combined with spiritual excellence impacts our post-modern culture.
 - b. Strive to give them quality academic training. As much as possible, master your subject material. Academic "slip-shoddiness" in the name of religion is nothing less than mere slip-shoddiness. It does not impress our students, parents...and definitely not God. To our Lord, only our best!
 - c. Encourage and counsel students to excel academically; not for a mere grade, but to honor the Lord.
 - d. Provide suggestions to your supervisor which will upgrade the quality of our academic programs.

5. You are directly responsible to your department administrator.
 - a. When you have a problem or dilemma with course materials, students, parents, etc., clearly communicate your problem to your supervisor. He is there to provide assistance, guidance, and support.
 - b. Do not circumvent the assigned chain-of-command. After you have discussed a problem or situation with your supervisor and resolution did not result, go to the next person in the chain. However, only do this after you have addressed the problem with your immediate supervisor.
 - c. Do not spread your issue or problem to another faculty or staff member who does not have the authority to resolve the problem.
 - d. Under no circumstance should you tell your problems or grievances to any student(s).
 - Under no circumstance should you tell office information, faculty meeting information, or students' personal information to any student(s). Such actions might make you "popular" among a certain element of students, but in reality this undermines student confidence in you and respect for you. Such actions are irresponsible and unprofessional.
 - e. Be extremely careful how you handle students' private information (grades, medical records, information shared in counseling situations, etc.).
 - HIPAA** (Health Insurance Portability and Accountability Act of 1996) laws require utmost confidentiality regarding such private matters. Violation of these laws is federal in nature.
 - f. Under no circumstances should you share school problems with off-campus church or community people.
6. When disciplining a student, make certain you submit the appropriate paperwork to your department office. This paperwork is a communication tool to be used by department administrators as well as the Disciplinary Committee. Without the appropriate paperwork it is extremely difficult to handle disciplinary situations in a solid manner. If you fail to complete the paperwork, you fail to communicate the difficulties you face.
7. You need to maintain a positive school spirit which you share with others.
8. You must strive to promote unity and to be a peacemaker.
9. You must be a good example by attending spiritual functions of the school and regular church services.
10. You must agree and support the doctrine and standards of *God's Missionary Church*.

Background Checks

We require up to date background checks on all faculty and staff.

Standard of Conduct Policy

1. A staff member or volunteer may have his or her employment terminated or suspended or may be asked to cease his volunteer activities if he/she is out of harmony with the Statement of Faith, the Spirit, or the policies of the School, whether on or off the property, as determined in the sole discretion of the administration. Reconsiderations of employment or volunteer service following termination or suspension will be determined on a case-by case basis.
2. This requirement may also be applied to the conduct, support, and spirit of a staff member or volunteer's spouse or children who are faculty or staff members of the school (if appropriate in light of the church's membership requirements).

Academic Freedom

True freedom can exist only within the framework of an authority structure derived from God and based upon the Word of God. Within that context the freedom to pursue and disseminate truth is necessary to the proper functioning of a Bible college. This freedom will involve exploring new frontiers of learning, meeting great minds of the past and present, encountering and evaluating divergent ideas—all engaged from the framework of historic Christian orthodoxy. Penn View is committed to the historic beliefs and practices of the conservative Wesleyan-Arminian theological framework as expressed in the Doctrinal Statement found in the Catalog. Accordingly, members of the administration and faculty are expected to be in agreement with those theological beliefs. Faculty members are encouraged to expose students to a variety of divergent views, but in a way that will not violate but rather enhance the integrity of the mission and the core values of the college.

Spiritual Maturity

A spiritually mature faculty member is characterized by living out the great commandments: “Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength:” and, “Thou shalt love thy neighbor as thyself.” This love for God and others is embodied by faculty members who:

1. can testify to both salvation and sanctification as defined by Wesleyan-Arminian theology.
2. are maintaining this relationship with God through consistent devotional life and local church attendance.
3. are growing in Christ-likeness in all of life.
4. are biblically literate, knowing the principles, doctrines, stories, and key passages of the Bible.
5. believe in the doctrines of the Bible as outlined in the Doctrinal Statement of Penn View Bible Institute.
6. conduct themselves according to the principles of God's Word as understood in the *Faculty & Staff Handbook* of Penn View Bible Institute.
7. pursue greater knowledge in order to further develop their Christian worldview and communicate it effectively in a pluralistic society.
8. serve students through listening, counseling, encouraging, and mentoring.
9. are personally involved in fulfilling the Great Commission.

Network, Internet, & Email Acceptable Use Policy

Internet access and electronic mail are educational tools provided by Penn View Bible Institute & Christian Academy (Penn View) to facilitate research, communication, and awareness of computer use. To help ensure that these tools are used appropriately and that employees have a safe, healthy experience learning and using them, Penn View has developed the following acceptable use policy with guidelines and safety measures.

1. Personal computers on the network are required to have an active and up-to-date antivirus program. See the Technology Specialist if you need assistance with installing or keeping your antivirus up to date.
2. Penn View is providing a strictly filtered and monitored Internet access in an open-room setting through a highly controlled service designed specifically for educational purposes.
3. Each employee will receive a specific user name and password through which to access the Internet and/or email account. Passwords are confidential and shall be used exclusively by the student/employee to which they were assigned. Users are accountable for all usage under their password. At no time shall any person make use of a username that was not directly assigned to him or her.
4. Penn View's Internet system must not be used to visit sexually explicit or otherwise offensive or inappropriate web sites or to send, display, download, or print offensive materials, pornographic or sexually explicit pictures or any other materials which would be found offensive.
5. Email is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are messages or material: 1) That contain sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, religion, national origin, ancestry, or disability; 2) That are defamatory, derogatory, obscene, or otherwise inappropriate; 3) That contain swearing or inappropriate humor and 4) That are used to commit any crime, including but not limited to sending obscene emails, annoying, abusing, bullying, threatening, or harassing another person.
6. Email is not to be used to develop or send viruses and destructive computer programming, spamming, or forwarding unsolicited bulk email.
7. Email is not to be used to send (upload) or receive (download) copyrighted materials without proper permission.
8. Internet and email must be used in a manner that is consistent with other Penn View policies.
9. The provided Internet access, electronic mail system and all associated hardware, software, and services are property of Penn View. Additionally, all messages and attachments composed, sent, or received are and remain the property of Penn View. They are not the private property of any student should not be considered as private or as their personal possessions.
10. Penn View reserves the right to purge user files off the computers in the Library and Computer Lab. This will be done during the summer or at any other time deemed necessary.
11. Penn View reserves and intends to exercise the right to review, audit, intercept, access and/or disclose messages and/or material including attachments created, received, or sent over the school's electronic mail system.
12. Authorized representatives of the school may monitor the use of its systems in its sole discretion at any time with or without notice and may bypass any passcode. Such monitoring is capable of tracking and recording email messages sent and received as well as web sites visited.
13. The confidentiality of any message or material should not be assumed. Even when a message or material is erased it may still be possible to retrieve and read that message or material. Further the use of passwords for security does not guarantee confidentiality. Messages read in html may identify the reader to the sender. Notwithstanding Penn View's right to retrieve and read any electronic mail or Internet messages or material,

such messages or materials should be treated as confidential by other students should be accessed only by the intended recipient.

14. Penn View disclaims responsibility, accountability and liability for anything that is posted through its email and not authenticated by official personnel.
15. Penn View reserves the right to change this policy at any time, as may be required under current circumstances.
16. Employees, who accidentally access inappropriate material, are required to report it to their department head or the Technology Specialist.
17. Employees who need help understanding this policy or who discover a violation of this policy should notify the Technology Specialist or the Technology Coordinator.

Dumpster & Incinerator

In order to manage campus garbage concerns, a dumpster and an incinerator are made available to you. Please use the incinerator to dispose of cardboard, paper, and wood. You should not burn general garbage, plastics, or anything else that creates black or foul-smelling smoke.

1. Under normal conditions we ask that you burn everything that is burnable in the incinerator. When items are Placed in the incinerator please burn them immediately. Also, please do not put items alongside the incinerator for someone else to haul away.
2. Do not put tires, used motor oil, or bulky items (furniture, etc., unless broken up) in the dumpster ..
3. Please be alert to special conditions such as dry weather wherein burning bans or water restrictions may be imposed. Please adhere to these restrictions.
4. Never place garbage bags and other trash on top, or in the front of the dumpster. The dumpster lids must be able to completely close. If your trash cannot fit into the dumpster, please bring it back at a later time, or place it well to one side.
5. No liquids, or electronics of any type are permitted in the dumpster.

Campus Housing

On-campus housing is a contract provision for many staff. Those living in campus housing need to keep in mind these residences are considered “rentals” in that you do not own them. Thus, 1) you are accountable to the school for how you care for them 2) you are responsible to the school for any deliberate damage done to the property.

A. Housing “Self-Help Projects” & Improvements.

All housing upgrades undertaken by the tenants in campus housing --repair, remodeling, or improvements-- are to be verbally approved in advance by the Director of Operations. Before you start a project, seek the needed approval. The administration wants to keep abreast of what is happening in the school rentals.

1. All additions and improvements become the possession of Penn View Bible Institute.
2. If repairs are needed which are to be done by the landlord (the school), complete a maintenance

form and submit it to the Director of Maintenance (for more information regarding this subject, see *Maintenance Request Forms*).

3. If you have water which continuously runs in your commode or if you have a leaking faucet, please contact maintenance department as soon as possible.
4. If you are building a personal storage shed, it must be moved if you relocate on or off campus. The school will not purchase any shed built for a residence. If the shed is not moved, it becomes the property of the school.
5. If you build a shed and desire to give it to the school, most donations are gladly accepted, provided the shed is in appropriate condition.

B. Exterior Property Care.

1. Keep your house and yards neat and attractive.
 - a) Under most circumstances, every Penn View employee is responsible to provide his/her own lawn care.
 - b) Regular mowing and trimming speaks well of you. It is expected that you provide the needed and appropriate lawn care for your residence.
 - c) If your lawn mower is not working, please do *not* ask or simply borrow any of the school's mowers. *Riding and push mowers are for the school grounds use and are not available for campus rentals.*
2. Let's be good examples to our community and to our students in keeping a clean and tidy residence.
3. Junk and an overabundance of "projects" you plan to get to someday should not accumulate around your residence. Work to keep the exterior of your residence neat and clean.

C. Interior Property Care.

Pets are not permitted in lower campus faculty housing due to scratching, chewing, messing, wetting and otherwise smelling-up the residence. Birds and aquariums are permitted provided they are properly cared for. (see "*Pets*" for more information). Dogs and cats kept outside must be restrained on your property and properly licensed in accordance to the regulations of Snyder County and the Commonwealth of Pennsylvania.

D. Moving Out of Campus Housing.

1. When you have not renewed your contract, you have until June 30 to vacate your residence.
2. If you are relocating to another campus residence, please schedule it prior to Penns Creek camp since vacated/ empty trailers, cabins, and houses are vitally needed for camp lodging.
3. If you have questions or dilemmas, please contact the Director of Operations for further information.
4. Junk and other household items left behind in your residence will be disposed of. A disposal fee will be assessed and submitted to you.
5. In the event you purchase your own home or decide to live in an off-campus rental, please inform the Director of Operations of your intent as early as possible.

E. Relocating in On-Campus Housing.

1. To relocate to another campus housing unit, submit your request *in writing* to the Director of Operations. On your request include:

- a) the date of your request submission
 - b) which unit(s) you wish to be considered for your residence options.
2. All requests are evaluated and awarded according to:
 - a) seniority.
 - b) family size.
 - c) housing availability.
 - d) incoming staff and their family needs.
 3. Once you submit a request, your patience is requested since awarding housing changes will generally not happen until about June 1 of the new contract year.
 4. After a moving request has been granted, a date for your move to be completed needs to be established.
 5. If you do vacate your residence for the summer and do not mind responsible people utilizing your living quarters during Penn Creek Camp, please indicate that to the Director of Operations so he can work with the Camp Lodging Coordinator accordingly.

F. Rental Insurance.

It is advisable for all employees living in campus housing to have renters insurance to adequately cover your personal and family contents. The school insures the real property, but assumes no responsibility to cover contents. If you have personal property in any of the other school buildings (dorm, tabernacle, dining hall, classroom, etc.), and you do not have renters' insurance, there is no coverage in the event of a loss. If you have renters' insurance, personal property is covered within your residence and also --up to a certain amount-- items that are in other buildings. Check with your insurance agent for details regarding renters' insurance.

G. Smoke Alarms.

Every campus residence has a smoke alarm. Periodically check it to be certain it is in proper working order. If the battery is weak, for your family's safety, replace it immediately. If the alarm appears not to be working correctly, please complete and submit a *Maintenance Request Form* for a replacement.

H. Wood Burning.

Some campus residences are equipped with wood burning stoves. Please use them during the winter to supplement your primary source of heat. This helps keep fuel costs down. When you need a load(s) of wood, please complete a *Work Program Communiqué* (found in the Book Store and the Academy Office) and submit it in the Work Director's mail box. Plan ahead at least a week in advance regarding your wood needs. ***Last minute requests for immediate needs will probably not be met*** when you need the wood. Over the winter holiday break, plan about two weeks in advance. No wood will be delivered to you until after the holiday break.

If you live in your own residence off-campus, contact the Director of Operations regarding the possibility of receiving wood for your wood burner.

I. House Inspections.

In the interest of maintenance and landlord concerns, house inspections of campus residential property

may be necessary upon the request of the Administration.

J. Laundry Facilities.

On campus faculty and staff who have laundry hook-ups in their residences are not to use the laundry facilities in the Miller Dining Center basement or in either dorm without prior permission and payment arrangements.

Guidelines for Class/ Organizational and/or Divisional Treasuries

Banking of Monies

- A.** The class may open a class checking account. The account name shall be Penn View, Class of [Graduation Year]. At least two names must be on the account, one of which shall be the class sponsor.
- B.** Each class, organization, or division shall have officers in addition to the faculty/staff person.
- C.** No personal accounts will be permitted.
- D.** No Automatic Teller cards will be permitted.
- E.** Optionally, the class may deposit monies with the Business Office. Money will be kept in the safe, and the Director of Finance will write any checks that are needed. Cash from class projects should be counted and verified by signature by two persons. The Treasurer should record all income and expense in a cashbook or a simple ledger.
- F.** All class accounts will be subject to an audit at the discretion of the Business Office. Annual reports of cash balance, income, and expense must be submitted to the Business Office prior to June 1.
- G.** All senior class accounts must be closed shortly after graduation. Account balances of these closed accounts need to be submitted to the Business Office since the funds were raised under the auspices of the school.

Additional Guidelines for Class or Organizational Sponsors

In addition to the regulations included in the Student Handbook, (pp.47-48), the Administration has stipulated the following:

- A.** Class & organizational sponsors must be faculty and/or staff members only.
- B.** If the Dining Center's cooler or freezer is needed for a couple of days for a class project, the class sponsor is responsible to contact the Food Service Manager to inquire of the possibilities, to secure permission, **and** to agree upon a time limit.
 - 1.** If class project food is stored in the cooler or freezer, there is a possible --albeit slight-- risk that the food would be used accidentally by a Dining Center employee or work student. The school assumes no responsibility for such mistakes.
 - 2.** If the class project products are left in the cooler or freezer beyond the agreed - upon time and no extensions have been requested from the Food Service Manager, that food will eventually become the property of the school and be used accordingly.

C. All class project requests must be submitted via the class project form to the person managing those schedules for approval and scheduling. When the class Secretary completes the form, it should be given to the Class Project Manager to begin the process for approval.

D. Supervision. The class sponsor is responsible to supervise and control the activities of the class. Please keep in mind the following...

1. Regarding the quantity of class projects.

- Consider the pressing financial obligations of your class and guide them to plan according to their financial obligations (banquet, senior class trip)
- The Main Office reserves a right to limit the number of projects permitted for each class.
- No more than five (5) forms will be approved during any given month. Thus, every class has a chance to get some type of projects approved.

2. Be certain class dues are fair and reasonable to fit the needs of the class.

3. Be certain the products and/or services being marketed reflect quality

4. Be certain the price of the products and/or services being marketed are fair and reasonable, not merely over-priced fund-raisers.

5. Adult supervision [parent(s) and/or class sponsor] must participate on at all off-campus project and activity sites from start to finish.

6. Graduating senior classes need to be aware of proper protocol to present the school a class gift during the Commencement weekend activities.

7. Project forms may not be submitted for approval at the beginning of each new school year until new class officers and a sponsor are elected.

E. For graduates' banquets, the following should be invited:

Kindergarten & 6th Grade Reception High School JR/SR Banquet Institute JR/SR Banquet

President	President	President
Director of Finance	Director of Finance	Director of Finance
Principal	Principal	Director of Operations
Elementary Faculty	High School Faculty	Public Relations Director
Elementary Librarian	Dean of Men	Academic Dean
Assistant Principal	Music Staff	Dean of Students
Art	HS Ensemble Director	Institute Faculty
Music Staff	Band Director	Music Staff
		Chapel Choir Director

* Music staff are divided according to the department where they teach the primary load, but only to one Banquet/Reception. Some staff are divided arbitrarily in order to even out the invitations.

The following non-teaching positions are not included, but may be invited if the Junior class desires: President's Secretary, Principal's Secretary, Registrar, Business Secretary, Librarian, Food Services Manager, Assistant Cook, Director of Financial Development, Student Recruiter, School Nurse, IT specialist, Maintenance Staff.

Community Connections

As much as is possible, we want to develop positive relationships with community people. Here are a few things to keep in mind:

- A. When dealing with people at community businesses, yard sales, etc., be friendly and kind.
- B. When community people enter our campus, please be courteous and show Christian kindness at all times.
- C. In the event community people come on campus and cause trouble, first contact the Dean of Students. If he is not available, then contact either the Director of Operations or one of the Social Deans. If the matter is immediate and criminal activity is in the process of taking place, call the state police. If the criminal activity has already taken place, then call the Director of Operations or one of the Social Deans.

Copier Services

- A. The copier in the Faculty Lounge should be used *only* by faculty and authorized students whose names are posted.
- B. Another copier has been set in the Room 205, the Academy Secretary's office. We are asking the Academy staff to use this copier for single sided and one-page copies. All multi-page and double sided copies are to be made on the large copier in the Faculty Lounge. We only have a limited service agreement on this machine, therefore, we are trying to stay under 16,000 copies per year.
- C. For personal use there will be a charge of 5¢ for each copy of one side and a charge of 10¢ for both sides. A box is placed in the faculty lounge for your money for copies and faxes.

Attire / Dress

- A. "Your clothes speak for you" is a prevalent adage. We here at Penn View are concerned that we portray a good image before our students, parents, and the general public in our appearance. Dress according to your profession. You are professionals! Please dress accordingly. Let's be a good example to our students.
- B. Suit or sport coats, dress shirt (no black shirts, please --upon request by the President) with tie for men. Ladies are to be attired in dress clothes. Skirts and blouses are accepted provided they are dressy in appearance.
- C. Keep your clothes properly maintained regarding cleanliness and neatness. The wrinkled look is not acceptable for professionals.
- D. Please be consistent in dressing according to our dress code. This includes adhering to the God's Missionary Church manual as well as our Student Handbook policies. Do not cause disappointment in our students.

Contract Information

For most faculty and staff, the contract year begins the day of *General Faculty & Staff Orientation* in August (two weeks before Labor Day) and continues until and including Memorial Day (Penn View *Commencement*) in May. Payroll continues through all holidays and vacations throughout the school year. During the summer, housing, utilities and Health Reimbursement Plan reimbursement continue to be covered for those who have renewed their contracts. Bi-weekly salary and food allowance are not carried through the summer. In addition to the above, the twelve-month contract staff receive their bi-weekly salaries and food allowance.

A. Employee Benefits Summary.

1. First-year benefits for a full-time instructor:

- a.** Weekly Salary (\$136.00 base, plus for teaching positions, \$10.00 for each degree, not including Associate degrees)
- b.** Food Allowance or Dining Center privileges for your family (\$10.00 for a single, \$20.00 for couple, \$25.00 for family of three, \$30.00 for four or more) including child(ren) under age 24. Appropriate taxes are withheld from these payments.
- c.** On-campus housing and utilities (heat, garbage, sewage, water, except phone)
- d.** Those living in approved, off-campus housing receive housing allowance of \$125/month and utilities allowance of \$175/month.) Included in bi-weekly payroll check. Appropriate taxes are withheld from these payments.
- e.** Health care benefits provided as specified in Section G.2.
- f.** Six sick days and three personal days.
- g.** One week of vacation pay the following summer.
- h.** Children's tuition and fees in either Academy or Institute (except Music Lessons) until your child(ren) reaches age 24.
- i.** Lunch is provided for employees on the days they work.
- j.** If you are taking the Dining Center privileges, your occasional guests may join you in the Miller Dining Center.

2. First-year benefits for the second person, teaching one-half load or more:

- a.** Salary per week proportionate to load (plus \$10.00 for each degree in teaching positions)
- b.** If you are taking the Dining Center privileges, your occasional guests may join you in the Miller Dining Center.
- c.** Entire family may eat lunch in the Dining Center Monday - Friday.
- d.** The Spouse Housing Allowance is prorated according to load. Confer with the Director of Finance for more details.

B. Personal Days.

Each contract year you are issued personal days (3 for 10 month employees; 4 for 12 month employees). You may not roll over unused personal days into the next contract year. When needing a personal day, fill out a form located in the forms box in the Book Store and submit it to your department administrator.

C. Sick Days.

Each contract year, six sick days are given. These are to be used for personal sickness, medical testing, or the sickness of an immediate family member who needs your care. When at all possible, please schedule doctor's visit and medical testing around your work schedule. You are needed at your post of duty. However, when this is not possible your sick days are available.

- 1.** "Sick days" are to be illness related.
- 2.** "Sick days" can be used when medical attention is needed whenever it is illness related, e.g. doctor visits, blood test, x-rays, etc. Exclusions include routine dental work and eye examinations.
- 3.** Employees may also use "sick days" for time off for physicals as part of preventative health maintenance.
- 4.** Employees may use up to 50% of sick days allowable on your contract for special care to be given

to immediate family (spouse and/or children) for illness. This does not include routine physicals for them.

5. Personal days are built into the contract for any other days wherein medical services are rendered.

D. Extended Sick Leave.

In the event of extended illness, surgery recovery, or ongoing medical treatments which deplete your six contractual sick days, extended sick leave is possible while you recover. Following the depletion of your sick days, you will need to use your available personal days followed by your vacation days. When these are used, then fellow faculty members may *voluntarily* give you one or two of their sick days. These donated sick days are placed in a pool and then given to you as needed.

E. Days Off with No Pay.

When needing days off during the contract period, you are to first use up your personal days (or vacation days if appropriate). If you need an additional day(s) off beyond the contract perimeters, please see your administrative supervisor. You are needed in your role of ministry. That is why you were hired. When you are gone from your place of responsibility, it affects the efficiency of your department and possibly other departments as well.

F. Pay Raises.

In the fifth, tenth, fifteenth, twentieth, and thirtieth years, faculty members receive a \$10.00/week raise. (In the twenty-fifth year, employees receive a cash bonus.) In addition, the Board has usually given a three to five percent raise each year. Vacation pay is increased one week each contract year up to four weeks.

G. Health Care Benefits.

1. No group health insurance is provided to Penn View employees. Each employee is responsible for obtaining an individual insurance policy unless coverage is available through another employer or a spouse's employer. However, a monthly allowance is provided for full-time employees for reimbursement of qualified health care related expenditures.
2. For full-time employees who have not completed one year of continuous employment with Penn View, the following monthly allowance is provided for reimbursement of "uninsured medical expenses" as defined in Appendix A: Penn View Bible Institute Health Reimbursement Account Plan Summary on an after-tax basis. Reimbursements will be included in regular payroll checks and reported as taxable income to the employee.
 - a. \$265.00 if you have a spouse and at least one dependent child.
 - b. \$230.00 if you have a spouse but no dependent children.
 - c. \$200.00 if you have at least one dependent child but no spouse.
 - d. \$145.00 if you have no spouse or dependent children.
 - d. \$50 if you are the spouse of a full-time employee.
3. For full-time employees who have completed one-year of continuous employment, the monthly allowance is provided as specified in Appendix A: Penn View Bible Institute Health Reimbursement Account Plan Summary.

H. Overload Pay Rates.

1. Institute semester hour / \$15.00 (accelerated full load)
2. Academy class / \$5.40
3. Academy Study Hall / \$4.40
4. Institute full load is 12 semester hours
5. Academy Load is 25 periods of class + 5 study halls (40-minute periods)

I. Jury Duty.

1. General Policy: Employees should receive an amount at least equal to their regular weekly pay while serving on jury duty. Thus, if the per diem allowance granted by the court is less than normal weekly pay, PVBI will pay supplemental salary until total compensation is equal to normal weekly pay. If the court per diem allowance is equal to or more than normal weekly pay, no supplemental salary will be paid.
2. Time worked while on jury duty: If an employee is able to work part-time while serving on jury duty, pay for this time will be calculated by pro-rating the normal weekly base rate.
3. Make up work: If an employee is able to make up work missed while serving on jury duty (such as music lessons, choir practice, etc.), pay will be calculated for this time using a pro-rated or per-lesson amount unless PVBI has already provided supplemental pay. In this case, make-up pay will not be provided.

J. Inter-Session Teaching. (effective January 2006)

Regular pay has continued for the Institute staff during InterSession and a bonus has been given to those who have taught an InterSession class. Full pay will be given to Institute faculty, even if they do not teach a class during InterSession. They will be, however, required to work a minimum of 40 hours in some capacity at the school, during the period known as InterSession. Those teaching a class will continue to receive the \$200 bonus.

K. Contract Renewal.

When your contract is signed and issued by the President, you have fifteen (15) days to sign and return it to the President. Failure to do so means the issued contract is expired. If a contract has expired, you have thirty (30) days to relocate if living in campus housing. The President for unusual situations may grant extensions to the issued contract date.

If you pass the thirty (30) day extension provided on your current contract, then you assume full financial responsibility (30 days following the end of your present contract) for the following:

- utilities (water, sewer, electricity, propane)
- housing rent for the extra time before vacating

After the expired time, you will not be eligible for:

- rental allowance (where applicable)
- utility allowance (where applicable)
- Health Care Reimbursement Plan* benefits

L. Extended Breaks. (12 month employees)

Extended breaks during the school year (e.g. Christmas, Spring Break) requires special attention for all twelve (12) month employees. You will be required to be at your post according to the directive of your department administrator. Check with your department administrator *prior* to making your vacation plans.

M. Vacation Schedule & Pay.

Vacation time is for the express purpose of personal refreshment for our staff. You are encouraged to plan meaningful breaks from the pressures of school life.

12 month employees

All twelve (12) month employees must clear their vacation schedules with their administrative leader. At least half of your vacation must be taken within the first year following your contract year. You may be paid for up to 1/2 of your vacation with advance approval of the President. As a general rule, you either use it or lose it.

10 month employees

All ten (10) month employees receive summer vacation pay according to the following schedule:
First Year -- 1 week Two Years -- 2 weeks Third Year -- 3 weeks Fourth Year -- 4 weeks.

Voluntary payroll deductions (i.e. Christmas Club, cancer insurance, etc.) will be withdrawn from your vacation pay unless other arrangements are made.

N. Funeral Days.

Three (3) days are permitted in the event of the death of a spouse, father, mother, sister, brother, son, daughter, parent-in-law, son-in-law, daughter-in-law, or near relative who has the same residence as the employee or anyone with whom the employee has made his/her home.

One (1) day is permitted in the event of the death of a grandmother, grandfather, uncle, aunt, niece, nephew, sister-in-law, and brother-in-law.

Dealing with the Opposite Sex

A. Establish boundaries in your relationships with the opposite sex.

1. Use extreme caution when being alone in a room with the opposite sex.
2. At all times, hands off.
3. Avoid situations which would make people question your intent or character.
4. Never counsel the opposite sex with regular frequency, extended periods of time, or regarding intimate issues without a third party present.

B. Do remember, you may be saved and sanctified, but you are still very human with human needs and drives.

C. All Penn View staff members are prohibited from dating any high school students.

Dining Center Policies

A. Eating in Designated Areas

Staff children are not to take their meal trays to Penn Station during evening and weekend meals. Food trays have been found down there abandoned by them. The state inspector from the PA Department of Agriculture would not like to find them there, plus, it creates more unnecessary work for others. Children are to eat their meals in the assigned dining area and then go play ping pong, etc.

B. Soda Fountain

If you normally eat your meals in the Dining Center or you only take your lunch on days you work, remember the soda fountain is not included in the services provided for faculty and staff and members of their families. Sodas are 50¢ per meal and refills are 25¢ each payable to the cashier.

C. Ice Machine

The ice machine is designated for Dining Center use. The ice from the Dining Center is not to be used to fill your drink coolers or ice chests or for any other personal use. Ice from the ice machine may be used for field trips, class trips, or other departmental excursions. Longevity of service by the ice machine is important to servicing the needs of those eating in the *Miller Dining Center*.

D. Cooler & Freezer

The cooler and the freezer are for Dining Center use only. These units are not open for faculty or staff use unless you are renting the Dining Center for a special event. Among the factors which attribute to this policy are:

1. *Pennsylvania Department of Agriculture* does not permit just any type of food products to be stored in refrigeration and freezer units in just any manner.
2. The space is needed for school food inventory.

In the event of an emergency (freezer or refrigerator breakdown), please contact the Food Services Manager or the Director of Operations to discuss your problem. They will accommodate your emergency needs as much as possible.

E. Food Donations & Distributions

Donations are brought into the Dining Center from various sources. During the school year, these donations are primarily for the Dining Center use. Overflow supplies are given to the staff on a first-come, first-served basis. During vacation times when the Dining Center is closed down, the faculty and staff are permitted to receive these donations as directed by the Food Services Manager.

F. Communicate Eating Changes

We are endeavoring to properly service the needs of those who eat in the Dining Center. We are trying to have enough food prepared without having large quantities of leftovers. To better service your needs and reach the goals of the kitchen staff, please try to observe the following:

1. If you normally eat your meals in the Dining Center and will not be eating certain meals for whatever reason (e.g. going to town, church meal, vacation, etc.), please inform the kitchen staff approximately 4 hours prior to that meal(s). You may forget a time or two, but your assistance in this area would be appreciated. We are endeavoring to cut down on leftovers and waste.
2. If you normally eat your meals in the Dining Center and you have some occasional guests to bring along to the meal, please inform the kitchen staff approximately 4 hours prior to that meal so there is adequate food for you and your guests.

G. Take-Out Meals

Meals are not to be taken out of the Dining Center except in the event of illness or physical disability.

H. Serving Times

Lunch: (Elementary)	Monday through Thursday K-2 @ 10:55 am - 11:20 pm. (continuously) 3-6 @ 11:20 am - 11:45 pm (continuously)
	Friday following Chapel @ 11:10 - 11:40 am. (continuously)
(High School)	Monday through Friday @ 11:48 - 12:15 pm. (seconds @ 12:15)
(Institute)	Monday through Sunday @ 12:30 - 1:00 pm. (seconds @ 12:50)
Dinner:	Monday through Sunday @ 5:00 - 5:30 pm. (seconds @ 5:20)

I. Changes in Serving Times -- Evening Meals

Throughout the school year, there are needs to periodically change a meal time or two. The Food Services Manager of the *Miller Dining Center* will endeavor to do its best to communicate such changes to you in a timely manner. Thank you for your cooperation and understanding during these few changes. We do not do it often, but the times it is done are of necessity.

Disciplinary Process

Records are kept regarding disciplinary action taken upon Penn View faculty & staff for unprofessionalism and misconduct. These records are kept for administrative use. The disciplinary process may contain the following steps:

- A. Documented verbal warning.
- B. Written warnings.
- C. Appearance before the President.
- D. Appearance before the Administrative Committee.
- C. Appearance before the School Board of Directors.

Appeals Process

In the event a Penn View employee desires reconsideration of a specific disciplinary action taken against him/her or regarding an administration decision with which they disagree, do not circumvent the assigned chain-of-command. After you have discussed a problem or situation with your supervisor and resolution did not result, go to the next person in the chain. However, do this only after you have addressed the problem with your immediate supervisor.

To implement the appeals process beyond your immediate supervisor, the steps are as follows:

- Step 1.* Submit a written request to appeal to your Department Administrator. If no resolution is achieved, then go to *Step 2*.
- Step 2.* Submit a written request to appeal to the President. If no resolution is achieved, then go to *Step 3*.
- Step 3.* Submit a written request to appeal to the Administrative Committee. If no resolution is achieved, then go to *Step 4*.
- Step 4.* Submit a written request to appeal to the School Board of Directors. This will be the final appeal.

Faculty Lounge

- A. The Faculty Lounge is a comfortable room for your convenience and use between class periods, to use for class preparation or simply for a time of relaxation. Therefore, use this room for that purpose. It is not as a counseling room for students or a meeting room for family. Please do your best to keep students out so it remains a faculty lounge. Also, do not use this room as a place to run a side business. That is to be done at your house or at another location.
- B. Phones are in the Faculty Lounge for your convenience. These phones are unrestricted and may be used to place long distance calls. You will use your personal code to complete all long-distance calls. New staff need to check with the business office to be issued a personal three-digit code.
- C. A personal copy of the key to the Faculty Lounge is available through the Business Office Secretary.
- D. The Faculty Lounge is for faculty and staff. Children are not to pick up mail at the main staff mailbox. If you desire for them or other family members to pick up your mail, the Business Office will issue you a regular external mail box with a combination.

- E. At no time are students permitted to slip into the mail area of the Faculty Lounge to retrieve their mail. If a student needs assistance with his combination lock, you might offer to get their mail for them. Students are not to be in the mail area for *any* reason.
- F. Regular, non-secretarial students are not permitted to distribute student papers on your behalf.
- D. The only students permitted entrance into the Faculty Lounge are student teachers. The Registrar will post a list of these student teachers, student aids, and divisional secretaries by the copier so faculty know they have special permission.

Fax Machine Policy

- A. A ten-cent per sheet charge will be placed on all fax copies received. A box has been placed in the faculty lounge for your money for copies and faxes. Except the long distance phone call which will be charged to your code number, there is no charge to send a fax --only to receive one.
- C. A fax machine is in the Faculty Lounge for your convenience. Please send all faxes from this machine. Incoming faxes will be received in the Main Office and then placed in your mailbox.

Film/Video Usage

All new film titles must be previewed by your department administrator.

FoodLiner

- A. The *FoodLiner* in the basement of the Dining Center is open to faculty and staff.
- B. A scale is provided for you to estimate the weight of the items. Donate as much as you desire for the merchandise you are receiving. A money box is located in the Faculty Lounge for any donations. It is an honor system. As everyone cooperates, the program will continue.
- C. Because the *FoodLiner* is a first-come, first-served opportunity, quantities may be limited, giving everyone a chance.
- D. The *FoodLiner* will be open Monday – Wednesday from 8:00 am to 8:00 pm during the school year. During the summer, it will be opened Monday from 8:00 am to 8:00 pm.
- E. The *FoodLiner* is designed for you to take what your family can use. Bring bags or boxes for your merchandise. For any item that is in bulk, please supply your own container.

Maintenance Request Forms

The purpose of *Maintenance Request Forms* is for communication of maintenance needs you have. Please do not assume others have seen the need and have reported it. Also, please do not permit maintenance needs in your campus residence to go unrepaired. Weak floors, leaking pipes & faucets, leaking roofs, broken stairs, broken windows, etc. need to be reported promptly so they can be repaired. Do not take the attitude that “the Maintenance Department is too busy to do the work.” Permit the Maintenance Director to prioritize those needs. Also, do not develop the attitude that “the school has it tight financially, thus, I will just live with the problem.” That may sound dedicated and sacrificial, but it might be dangerous to you and your family; it might result in further damage to the property; or it might result in higher utility bills.

These forms are a request. They may be approved, disapproved, or may be delayed until funding or times permits them to be addressed. When maintenance needs are noticed around campus, direct your concern to the specific building manager (building managers will be appointed this year and you will be informed). These managers will then submit a maintenance form for the repair. Any emergencies related to electrical, water, or refrigeration, please contact the Maintenance Director immediately via cell phone at 570-837-9581.

If you see maintenance needs in any of the campus buildings, practice initiative and take a moment to inform the respective building manager.

- A. All maintenance requests are to be submitted by using a *Maintenance Request Form*. Forms are available in the bookstore.
- B. Submit all maintenance request forms to the Maintenance Director, by placing them in his mailbox or submitting them to him directly.
- C. In emergency situations (e.g. broken water pipes, broken furnace in frigid weather, etc.), contact the Maintenance Director immediately (570)837-1855 Ext. 1180. If he is unavailable, contact another member of the Maintenance Department.
- D. Submitted forms are then prioritized by the Maintenance Director; those which are most urgent will be done first.
- E. Remember, not everything is done immediately; they try to prioritize. Thank you for your patience.
- F. If water is running in any of the campus commodes and it is not shutting off, please do not ignore it. Report it to the Maintenance Department immediately. Metered water gets very expensive.

Material Purchases

- A. Materials that are desired for the classroom or staff housing must be requested by using a *Material Requisition* form that can be obtained from your respective supervisor or in the book store at the *Forms & Late Papers Box*.
- B. Requisitions for the classrooms are to be submitted to your respective administrator.
- C. Requisitions for your campus housing are to be submitted to the Director of Operations for approval.
- D. Material Requisition forms must be submitted and the approval for purchasing granted before materials are purchased. If you purchase materials before receiving the proper approvals, you will not be reimbursed for that purchase.

Miscellaneous

A. Firearms & Explosives.

All firearms and other lethal weaponry must be properly stored in your residence or in another appropriate and secure location. Remember, safety first. Staff or their family members are not to carry a firearm, lethal weaponry, or any type of an explosive into any of our campus buildings without permission from an administrator. Do not loan a shot gun or rifle to dorm students except when working within the dorm rules regarding firearms. There is to be no discharging of a firearm on campus.

Be certain you clearly understand the *Pennsylvania Uniform Firearms Act of 1995* before carrying a concealed weapon outside of your residence.

B. Financial Counsel.

If you need financial advice so you are able to not only financially survive, but also practice sound investing, please contact the Director of Finance for guidance.

C. Hostage or Life-Threatening Situation.

If you encounter a hostage or life-threatening situation, if at all possible, get word to a colleague or your supervisor so authorities can be notified. Under such serious situations, your first responsibility is the safety and welfare of your students. If at all possible, get your students to a point of safety. An *Emergency Management Policy* is to be released in the future.

D. Register to Vote...then VOTE!

Although this is not a requirement for employment nor is it a contractual stipulation, it does provide a good example for your students to follow. Be community conscious and patriotically proud. Voter registration forms can be obtained at the book store where the various forms are located or at the courthouse in Middleburg.

E. All-Terrain Vehicles, Snowmobiles, Go-Carts, Dirt Bikes, Motorcycles, etc.

Users of the above mentioned vehicles (henceforth "ATV's") must exercise caution and act responsibly at all times. When driving on campus, speed limits must be obeyed and caution exercised on behalf of pedestrians.

Users and owners of ATV's are solely responsible for damage to parked vehicles, buildings, lawns, or any other property. In the event of injury, Penn View Bible Institute assumes no responsibility/liability for ATV repairs, hospital and doctor bills, or any expenses related to emergency transportation.

ATV's may not be driven or parked on school lawns. Drivers must use campus roads and approved parking areas.

During the winter, ATV's must stay clear of the sledding area on the school hill; whether people are sledding or not.

If dangerous or irresponsible driving on campus persists, we will not permit the irresponsible driver the privilege of driving their ATV on campus.

All ATV's must comply with the Pennsylvania Laws. Specifically, within the new regulations, Pennsylvania law requires:

1. ATV owners to carry liability insurance, except for ATVs used solely on the owner's property.
2. Owners to display a registration plate and expiration sticker on ATVs and a registration decal and expiration sticker on snowmobiles; the proof of registration card must be carried on the ATV or snowmobile, except for those riding on their own land.

Owners who have not yet registered their ATV should do so immediately. Applications are available by contacting DCNR's Snowmobile/ATV Section located at the *Riverfront Office Center*, 1101 S. Front St., Harrisburg, PA 17104 (717) 783-9227.

F. Bicycling, Roller Blading, Skateboarding, etc.

Bicycling, roller blading, and skateboarding may be enjoyed on the paved areas of our campus. While enjoying these sports, children and youth need to exercise caution. Speed limits are posted throughout the campus; however, not everyone is conscious of them all of the time.

Bicycles, roller blades, & skateboards should never be used in any of the campus buildings. Roller blades must be taken off prior to entering any building. Also, none of these sporting "vehicles" are welcome on any of the sidewalks.

G. Campus Speed Limits.

Speed limits are posted at various points on campus. Please observe these limits as much as possible. We need your good example to help us in keeping campus speeding to a minimum.

H. Broken Down or "Junked" Vehicles.

Unregistered/unlicensed and uninsured motor vehicles should not be on or near your campus residence for more than three months. No personal vehicle of yours or a family member should be "junked" or stored at any other place on school property.

I. Campus Children Entering School Building After Hours

The public buildings on PVBI campus are for professional use. Therefore, children on campus are prohibited from entering these buildings unless approval is granted, or unless they are attending classes, services, eating meals, etc.

J. Disciplinary Committee.

To expedite difficult discipline problems, the Disciplinary Committee will assist the department leaders and the President in assessing the situation(s) and determining the appropriate action to be taken.

Moving Expenses

The school for your move to campus reimburses basic moving expenses. This is according to our established policy (see Appendix B: *Comprehensive Moving Expense Policy*). If term of employment is less than three years, employee is required to refund a pro-rated portion of the moving expense paid by PVBI. The Director of Finance can provide you with details.

Office Procedures

- A. When coming into the Main Office, please use the window at the Receptionist's desk rather than walking directly into the office. When entering the Book Store, please enter via the Book Store door.
- B. Where will you go for the following:
 - 1. To get office supplies -- Business Secretary
 - 2. To get copy paper -- Receptionist or Business Secretary.
 - 3. To make payments -- Business Secretary (with the exception of book store payments.)
 - 4. To obtain stamps for school business -- Receptionist.
 - a. However, if you are mailing packages, please take them to the local Post Office.
 - b. If you need stamps for personal letters, as much as possible, make your purchase at the Post Office.
 - 5. To request vehicle usage -- Director of Operations (see *Vehicle Usage* for details).
 - 6. To request a job to be done by work students (including the delivery of firewood) -- Receptionist or Academy Secretary to obtain a *Work Program Communiqué* form.
 - a. Complete the *Work Program Communiqué Form*.
 - b. Remember -- when needing firewood, submit your request a week ahead of time.
 - c. Submit your completed form to the Work Director.

Payroll Checks

- A. Bi-weekly payroll cycle.
- B. Payroll checks may not be cashed by the Business Secretary due to the large amount of cash that would be required. Only in an event of an emergency will we be able to provide this service.
- C. Normally, payroll checks will be placed in your mail box by 2:00 P.M. Housing and utilities allowances will be included in your pay check.
- D. Faculty: In order to better service our students, if your grades have not been submitted to the Academic Office according to the announced deadline, your pay check(s) will be held until those grades have been submitted.

Pets

- A. No pets (dogs or cats) are permitted on lower campus in faculty housing due to scratching, chewing, messing, wetting, and otherwise smelling-up of the residence.
- B. Pets kept outside must be contained on a leash.
- C. Pets kept outside must be properly cared for and properly fed.
- D. Pets should not be a nuisance to campus or community neighbors.
- E. Larger pets (e.g. horses, sheep, and other livestock) may need to be kept off campus.
- F. Damage done by pets to campus or personal property will be paid for by the pet owner.
- G. Campus pet owners are liable for the health, safety, and welfare of pets for property damage done by pets. Penn View assumes no responsibility for any of these things.

E. All dogs must be licensed in accordance with the regulations of Snyder County.

Phone Calls & Billing

A. Each person receives a personal two-digit number (designated xx in items below) which is then prefixed by a category number as follows.

0 -- Academy	(General Fund pays)
1 -- Institute	(General Fund pays)
2 -- Dining Center / Dormitory	(General Fund pays)
3 -- Public Relations	(General Fund pays)
4 -- book store	(General Fund pays)
5 -- Business Office	(General Fund pays)
6 -- Maintenance	(General Fund pays)
7 -- Penn View Visuals	(Billed)
8 -- Class or Organizational	(Billed) e.g. Freshman Class, Missionary Convention
9 -- Personal	(Billed)

B. Phone calls concerning Institute divisional business (e.g. Child Evangelism, Education, Ministerial, etc.) should be coded 1xx. General Fund will pay.

C. Phone calls concerning *InterServe* should be coded 1xx and will not be billed.

D. Phone calls concerning Academy class functions (e.g. Freshman class on non-academic trips, fund-raisers, etc.) should be coded 8xx and billed.

E. Phone calls concerning Academy “academic field trips” should be coded 8xx and then indicated as part of the field trip expenses. In this way the Activity Fund expenses can be tracked. If the sixth grade does not otherwise spend their allotted Activity Fund money, they will be allowed to use it for their annual trip (usually to Washington, DC). In that case they may submit the phone calls for that trip.

E. New faculty and staff will be issued a personal phone code upon request from the Business Office.

Punctuality

Within our culture we must be keenly aware of the importance of time. As the old adage proclaims “*Time waits for no man*”; thus it is important to start on time. As faculty, you have various responsibilities that only you can fulfill. One aspect of fulfilling classroom responsibilities is to be to your class on time. Yes, every so often we are all running late due to unexpected delays or extended dialogue or meetings. However, if this is habitual it causes your students to think less of you as a professional. They are required to be to class on time; so are you. When you exhibit the character flaw of habitual tardiness, you minimize the positive impact you can make upon them. Punctuality is key for a good beginning in the classroom.

As much as possible, be punctual when dismissing your class. Classes which are dismissed later than the scheduled time add tension within students and complicate things for the teacher of the next class or at the Dining Center. This promptness also needs to be recognized during normal chapel services. If you are in charge of a chapel, under most (normal) circumstances try to dismiss the chapel as close to the dismissal time as possible.

Rental of Campus Facilities

See Appendix C

Shuttle Service

In the event a dorm student asks you to drop-off or pick-up him/her at an airport, bus terminal, or train station, the following fee schedule is designed which will assist you in covering your costs. Yes, you may take him/her as a favor, but in reality, it costs you quite a bit of time, fuel, and wear upon you, your wallet, and your vehicle. All dorm students receive this fee schedule and are aware of the costs and gratuities.

If a school vehicle is used, the vehicle fee is paid to the school. If you use your vehicle, you receive the vehicle fee.

<u>Location</u>	<u>Mileage Round Trip</u>	<u>Vehicle</u>	<u>Gratuity</u>
1. Baltimore (BWI) or Dulles (DIA)	300	\$ 100.00	\$ 30.00
2. Philadelphia (PIA)	316	\$ 100.00 (plus turnpike tolls)	\$ 30.00
3. Middletown (Harrisburg)	130	\$ 50.00	\$ 10.00
4. State College	130	\$ 50.00	\$ 10.00
5. Harrisburg (Bus & Train)	120	\$ 50.00	\$ 10.00
6. Williamsport Airport (Montoursville)	100	\$ 40.00	\$ 10.00
7. Lewistown (Train)	80	\$ 30.00	\$ 10.00
8. Sunbury (Bus)	45	\$ 20.00	\$ 10.00

Spiritual Leadership

A. Know God.

This is a top priority...and “*life eternal, that they might know Thee the only true God...*” (John 17:3). Knowing Him in His grace, mercy, magnificence, and fullness will provide you with the spiritual stability, mental wisdom, and emotional maturity needed to effectively fulfill your ministry responsibilities here at Penn View. Knowing Him gets us beyond “cultural Christianity” --the mere promotion of external rules and regulations. Knowing God connects you with the Presence and Power you need to work with precious --and sometime ornery-- young people and colleagues.

B. Attend Chapel.

You are part of the spiritual backbone of the school. As you show interest in Chapel services, most of the students will respond in kind. It may not be possible for you to attend every service, but try to be as faithful as possible. Attendance, however, will be recorded.

C. School Revival & Special Events.

Your attendance at Revival and special school events is very important. Your enthusiasm and interest spreads a positive message and encouragement to others staff member, students, and the supporting church community who involve themselves in these special services. Your attendance often reflects your attitude. Be supportive and committed to attend these services and events.

D. Pray with Seekers.

Again, you are part of the spiritual backbone of the school. It is very rewarding to help pray a seeker through to clear victory. Please join in and receive the blessing.

E. Participate in Wednesday Prayer & Fasting.

We are facing spiritual warfare on our campus. The hearts, minds and futures of our students are at stake. The enemy wants to defeat them and mess up their usefulness for the Lord --or destroy them altogether. Some victories are brought about by prayer and fasting. Join us!

F. Guard Your Attitude.

Students will respect us not by our testimonies given in public, but by our attitudes in the classroom, the hallways, and throughout campus. The spiritual impact we make upon our students rises or falls according to our attitudes toward them and others. Keep a good rapport with our students by maintaining a positive, humble, friendly, consistent Christ-like attitude. Remember: Your attitude will either make you or break you as an effective Christian worker.

G. Regarding Forgiveness.

Asking forgiveness after expressing a wrong attitude or actions is vitally important for maintaining your positive influence upon students and colleagues. Humility is a key feature in the Christian life. Do not think you will lose control of your class or lose respect among students if you apologize; it works just the opposite. You will gain greater respect when you apologize and make a greater positive impact among them. If you rationalize and refuse to give an appropriate apology, you will lose the respect and confidence of your students (or colleagues).

Taxes (Local)

Please be advised that you will be assessed local taxes when living in the Penn View area. These taxes may vary between locales.

A. From your first pay check of the calendar year you will be deducted \$10.00 as an Occupational Tax. This payroll deduction is done by the Business Office.

B. If you are a property owner or mobile home owner, you will receive a tax bill in the spring of the year from the township and from your local school district in late summer.

Vehicle Usage

A. Schedule your use of a school vehicle with the Director of Operations.

B. Complete a *Vehicle Usage Form* obtained in the book store at the *Forms & Late Papers Box* and submit it at least few days prior to your travel needs for field trips, field-based studies, and other excursions.

1. Submit your forms as early as possible. Plan ahead.

2. A vehicle will be assigned to you according to its availability.

3. Keys are to be signed out and then returned.

4. Drivers of school vehicles must be cleared by the Director of Operations so they fit within the specified insurance guidelines.

5. All drivers of Penn View motor vehicles must be at least 21 years old. Other regulations are in effect depending upon the vehicle type, passenger load, etc.

6. When you return a vehicle, it is your obligation to see that the vehicle(s) interior is cleaned-up from your trip.

7. Due to insurance and safety concerns, only a total of twelve (12) passengers (including the driver) are permitted to travel in fifteen (15) passenger vans.
 8. Abuse of vehicles by either drivers or passengers will not be tolerated.
 9. When going on extended trips, be certain to check the oil and other fluids daily.
- C. School vehicles are available to staff on a limited basis. Permission for use must be secured from the Director of Operations.. A cost-per-mile charge will be assessed for the usage.

NOTES

Appendix A



Penn View Bible Institute Health Reimbursement Account Plan

PLAN SUMMARY

Penn View Bible Institute (the "Employer") maintains a Health Reimbursement Account Plan (the "Plan") for the exclusive benefit of its eligible employees. The Plan is intended to reduce the uninsured, out-of-pocket costs for health care of eligible employees. This document is the Plan Summary for the Health Reimbursement Account Plan, and it includes information about the plan required under the law to be furnished to you. The Employer hopes that this description will help you understand the Plan, which has been established for your benefit.

1. Name of Plan

The official name of the Plan is the Penn View Bible Institute Health Reimbursement Account Plan.

2. Name and Address of the Employer

The name and address of the Employer are:

God's Missionary Church, Inc.
dba Penn View Bible Institute
125 Penn View Drive
Penns Creek, PA 17862

3. Employer Identification Number and Plan Number

The Internal Revenue Service has assigned the Employer an employer identification number (EIN). This number is 23-1682978. In accordance with Internal Revenue Service rules, the Employer has assigned a number to the Plan. This number is 501.

4. Type of Plan

The Plan is a welfare plan providing reimbursement of certain health care expenses.

5. Type of Administration

The Plan is administered by the Employer, and benefits are paid directly by the Employer.

6. Plan Administrator

Officially, the Plan Administrator as that term is defined in the law is:

God's Missionary Church, Inc.
dba Penn View Bible Institute
125 Penn View Drive
Penns Creek, PA 17862
(570) 837-1855.

7. Agent for Service of Legal Process

The Employer is agent for service of any legal process. Legal process may be served at the Employer's office at 125 Penn View Drive, Penns Creek, PA 17862.

8. *Effective Date; Plan Year*

The Plan first went into effect on September 1, 2005.

The Plan Year is the accounting period used for purposes of maintaining the plan's records. The Plan Year usually is the twelve-month period beginning on June 1 and ending on May 31. However, the first Plan Year is the period beginning on September 1, 2005 and ending on May 31, 2006.

9. *Eligibility to Participate in the Plan*

To be eligible for this Plan, you must be regularly scheduled to work at least 40 hours a week for the Employer and you must be covered by the Employer's health insurance plan. If you are an eligible employee, you will qualify for benefits by becoming a Plan "Participant" on the first day of the month after you complete one year of continuous employment with the Employer.

10. *Benefits*

The purpose of the Plan is to help you pay for your medical expenses that are not covered by any other health plan. For this purpose, coverage under another health plan means not only any health insurance coverage that you may have but also eligibility for benefits under any health flexible spending account in your name.

To qualify for payment, an expense must be considered to be for "medical care" as that term is defined in the Internal Revenue Code. This includes hospital bills, doctor, dental or vision care bills and prescription medicines. The cost of uninsured medical expenses for your spouse and dependents, if any, also is covered.

At the time you first become a Participant, the Employer will establish an Account under the Plan in your name. On the date that you become a Participant and on the first day of every following month while you remain a Participant, the Employer will credit your Plan Account with a certain amount of Benefit Dollars. As you have eligible medical expenses, you can apply to the Plan for payment of those expenses from your Account. The amount of Benefit Dollars that will be credited to you will be:

- (a) \$265.00 if you have a spouse and at least one dependent child;
- (b) \$230.00 if you have a spouse but no dependent children;
- (c) \$200.00 if you have at least one dependent child but no spouse; or
- (d) \$145.00 if you have no spouse or dependent children.

The amount of expenses that you may be reimbursed for under this Plan at any point is limited to the amount of Benefit Dollars that are credited to your Account at that time. The amount of Benefit Dollars that you are credited with at any point will equal the total Benefit Dollars that have been credited to your Account for the current Plan Year, decreased by the amount of expenses during that Plan Year for which you already have been reimbursed.

If you have Benefit Dollars remaining after all of your eligible expenses for a particular Plan Year have been reimbursed, those unused Benefit Dollars will be forfeited.

Note that your "Account" exists for record-keeping purposes only and does not involve any actual segregation of funds for your benefit.

11. *How to File a Claim*

You obtain reimbursement for a medical expense that is covered under this Plan by submitting a claim form and documentation from the provider of the medical care you or a family member received (e.g., a receipted bill, an unpaid bill, or a signed affidavit) stating the nature, date and amount of the expense. This information should be sent to your Employer in its capacity as Plan Administrator, in accordance with procedures that it has established for running the Plan. *Any claims for expenses incurred within a Plan Year must be submitted within 90 days following the end of that Plan Year.* The Employer will determine the extent to which the expenses are covered and will pay any benefits due you under the Plan.

If your claim arises while you are receiving COBRA Continuation Coverage, your premium payments must be up-to-date (subject to a thirty-day grace period for late payment) to receive benefits.

Important: Expenses are "incurred" at the time the medical care (service or product) is provided.

12. Termination of Benefits

Your eligibility for this Plan will end if you stop being regularly scheduled to work at least 40 hours a week for the Employer or if your coverage under the Employer's health insurance plan ceases (continuation coverage does not count as coverage for this purpose). In this case, you may continue to submit claims for expenses that you had before the date you became ineligible to participate, until 90 days after the end of the current Plan Year.

Under certain circumstances, you may be entitled to continue participation in the Plan under the rules for Continuation Coverage as described at Section 15 and Section 16 below.

13. Continuation of Coverage during Family or Medical Leave

The Family Medical Leave Act ("FMLA") entitles certain employees to take unpaid leaves of absence totaling twelve weeks per year for specified personal or family health and child care needs. Your coverage under the Plan during any FMLA leave will continue at no cost to you. However, you will lose coverage (subject to your right to elect COBRA Continuation Coverage) if you fail to return to work at the end of the leave or give earlier notice of your intention not to return from the leave.

14. Military Leave

If you take a leave of absence from the Employer in connection with duty in the uniformed services, the Plan will continue to cover you on the same basis as an active employee (except for expenses directly related to the military service, e.g., combat-related injuries) if the period of the leave is expected to be less than thirty-one days. For leaves of a longer duration, you may elect to continue coverage in the plan at your own expense for up to twenty-four months. The "uniformed services" are the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training or full-time National Guard duty, the commissioned corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

15. COBRA Continuation Coverage

Note: Below is a general description of COBRA continuation rights. COBRA continuation coverage is offered only to individuals who had coverage under the Plan before the occurrence of a "qualifying event."

COBRA Continuation Coverage. This section contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"). COBRA continuation coverage can become available to you and to other members of your family who are covered under the plan when you would otherwise lose your group health coverage. This section generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this section. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." Only qualified beneficiaries may elect to continue their group health plan coverage. You, your spouse and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of a qualifying event. Under the plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

Continuation coverage is the same coverage that the plan gives to other participants or beneficiaries under the plan

who are not receiving continuation coverage. Each qualified beneficiary who elects continuation coverage will have the same rights under the plan as other participants or beneficiaries covered under the plan, including open enrollment and special enrollment rights. Specific information describing the coverage to be continued under the plan is contained elsewhere in this document.

As an employee, you will become a qualified beneficiary if you will lose your coverage under the plan because either one of the following qualifying events happens:

- a. Your hours of employment are reduced, or
- b. Your employment ends for any reason other than your gross misconduct.

The spouse of an employee will become a qualified beneficiary if he or she loses coverage under the plan because any of the following qualifying events happens:

- a. His or her spouse dies;
- b. His or her spouse's hours of employment are reduced;
- c. His or her spouse's employment ends for any reason other than his or her gross misconduct;
- d. His or her spouse becomes enrolled in Medicare (Part A, Part B or both); or
- e. He or she becomes divorced or legally separated from the employee. If an employee cancels coverage for his or her spouse in anticipation of a divorce or legal separation and a divorce or legal separation later occurs, then the divorce or legal separation will be considered a qualifying event even though the ex-spouse lost coverage earlier. If the ex-spouse notifies the administrator within 60 days after the divorce or legal separation and can establish that the employee cancelled the coverage earlier in anticipation of the divorce or legal separation, then COBRA coverage may be available for the period after the divorce or legal separation.

An employee's dependent child will become a qualified beneficiary if he or she will lose coverage under the plan because any of the following qualifying events happens:

- a. The parent-employee dies;
- b. The parent-employee's hours of employment are reduced;
- c. The parent-employee's employment ends for any reason other than his or her gross misconduct;
- d. The parent-employee becomes enrolled in Medicare (Part A, Part B or both);
- e. The parents become divorced or legally separated; or
- f. The child stops being eligible for coverage under the plan as a "dependent child."

Notifying the Plan Administrator of Qualifying Events

The plan will offer COBRA continuation coverage to qualified beneficiaries only after the plan administrator has been timely notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee or enrollment of the employee in Medicare (Part A, Part B or both), the employer must notify the plan administrator of the qualifying event within 30 days of any of the event.

Important: For the other qualifying events (divorce or legal separation of the employee or spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the plan administrator in writing within 60 days after the qualifying event occurs. If these procedures are not followed or if the notice is not provided in writing to the plan administrator during the 60-day notice period, any spouse or dependent child who loses coverage will NOT BE OFFERED THE OPTION TO ELECT CONTINUATION COVERAGE.

Notice Procedures

Any notice that you provide must be in writing. You must mail your notice to the Plan Administrator unless you are otherwise instructed by the Plan Administrator. If mailed, your notice must be postmarked no later than the last day of the required notice period. Any notice you provide must state the name of the plan, the name and address of the employee covered under the plan, and the name and address of any qualified beneficiary. Your notice must also name the qualifying event and the date it happened.

The plan's form of Notice of Qualifying Event should be used to notify the Plan of a qualifying event. A copy of this form can be obtained from your Employer. If the qualifying event is a divorce, your notice must include a copy of the divorce decree.

Your notice of a second qualifying event also must name the event and the date it happened. If the qualifying event is a divorce, your notice must include a copy of the divorce decree.

Your notice of disability must also include the name of the disabled qualified beneficiary, the date when the qualified beneficiary became disabled and the date the Social Security Administration made its determination. Your notice of disability must include a copy of the Social Security Administration's determination.

The plan's form of Notice by Qualified Beneficiary should be used to notify the Plan Administrator of a second qualifying event, a disability determination or a determination that a qualified beneficiary is no longer disabled. (A copy of this form can be obtained from the plan administrator.)
Electing COBRA Continuation Coverage

Once the plan administrator receives timely notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who timely elects COBRA continuation coverage, COBRA continuation coverage will begin on the date that Plan coverage would otherwise have been lost.

Each qualified beneficiary has an independent right to elect continuation coverage. For example, both the employee and the employee's spouse may elect continuation coverage, or only one of them. Parents may elect to continue coverage on behalf of the dependent children only. A qualified beneficiary must elect coverage in writing within 60 days of being provided a COBRA election notice, using the plan's election form and following the procedures specified on the election form. (A copy of the plan's election form may be obtained from the plan administrator.) Your written notice must be provided to the plan administrator at the address provided on the plan's election form. If you mail your election, it must be postmarked no later than the last day of the 60-day election period. If you or your spouse or dependent children do not elect continuation coverage within the 60-day election period, **YOU WILL LOSE YOUR RIGHT TO ELECT CONTINUATION COVERAGE**. A qualified beneficiary may change a prior rejection of continuation coverage any time until the end of the 60-day election period, in writing, by using the election form and following the procedures specified on the election form.

In considering whether to elect continuation coverage, you should take into account that a failure to continue your group health coverage will affect your future rights under federal law. First, you can lose the right to avoid having pre-existing condition exclusions applied to you by other group health plans if you have more than a 63-day gap in health coverage, and election of continuation coverage may help you not have such a gap. Second, you will lose the guaranteed right to purchase individual health insurance policies that do not impose such pre-existing condition exclusions if you do not get continuation coverage for the maximum time available to you. Finally, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within 30 days after your group health coverage ends because of the qualifying event listed above. You will also have the same special enrollment right at the end of continuation coverage if you get continuation coverage for the maximum time available to you.

Length of COBRA Continuation Coverage

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B or both), your divorce or legal separation or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for up to 18 months. There are three ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

An 11-month extension of coverage may be available if any of the qualified beneficiaries in your family is disabled. All of the qualified beneficiaries who have elected continuation coverage will be entitled to the 11-month disability extension if one of them qualifies. The Social Security Administration ("SSA") must determine that the qualified beneficiary was disabled at some time during the first 60 days of continuation coverage and you must notify the Plan Administrator of that fact in writing, using the procedures specified in the box above, entitled "Notice Procedures," within 60 days of the SSA's determination and before the end of the first 18 months of continuation coverage. If these procedures are not followed or if a written notice of a disability is not provided to the Plan Administrator within the required period, THEN THERE WILL BE NO DISABILITY EXTENSION OF COBRA CONTINUATION COVERAGE.

If the qualified beneficiary is determined by the SSA to no longer be disabled, you must notify the Plan Administrator of that fact within 30 days of the SSA's determination, using the procedures specified in the box above, entitled "Notice Procedures." COBRA coverage for all qualified beneficiaries will terminate as of the first day of the month that is more than 30 days after the SSA's determination that the qualified beneficiary is no longer disabled. The plan reserves the right to retroactively cancel COBRA coverage and will require reimbursement of all benefits paid after the first day of the month that is more than 30 days after the SSA's determination that the qualified beneficiary is no longer disabled.

Second qualifying event extension of 18-month period of continuation coverage

An 18-month extension of coverage will be available to spouses and dependent children who elect continuation coverage if a second qualifying event occurs during the first 18 months of continuation coverage. The maximum amount of continuation coverage available when a second qualifying event occurs is 36 months. Such second qualifying events include the death of a covered employee, divorce or legal separation from the covered employee, the covered employee's enrolling in Medicare or a dependent child's ceasing to be eligible for coverage as a dependent under the Plan.

Upon the occurrence of a second qualifying event, you must notify the Plan Administrator in writing within 60 days after the second qualifying event occurs using the procedures specified in the box above, entitled "Notice Procedures." If these procedures are not followed or if a written notice of a second qualifying event is not provided to the Plan Administrator within the required period, THEN THERE WILL BE NO EXTENSION OF COBRA CONTINUATION COVERAGE DUE TO A SECOND QUALIFYING EVENT.

Medicare extension for spouse and dependent children

If a qualifying event that is a termination of employment or reduction of hours occurs within 18 months after the covered employee becomes entitled to Medicare, then the maximum coverage period for the spouse and dependent children will end three years from the date the employee became entitled to Medicare (but the covered employee's maximum coverage period will be 18 months).

Termination of COBRA Continuation Coverage Before the End of the Maximum Coverage Period

Continuation coverage will be terminated before the end of the maximum period if (1) any required premium is not paid on time; (2) after electing COBRA coverage, a qualified beneficiary becomes covered under another group health plan that does not impose any pre-existing condition exclusion for a pre-existing condition of the qualified beneficiary; (3) after electing COBRA coverage, a qualified beneficiary enrolls in Medicare; or (4) the employer ceases to provide any group health plan for its employees. Continuation coverage may also be terminated for any reason the Plan would terminate coverage of a participant or beneficiary not receiving continuation coverage (such as fraud).

You must notify the plan administrator in writing within 30 days, if, after electing COBRA coverage, a qualified beneficiary becomes covered under another group health plan or enrolls in Medicare Part A or B. You must use the notice procedures specified in the box above entitled "Notice Procedures." The Plan reserves the right to retroactively cancel COBRA coverage and in that case will require reimbursement of all benefits paid after the date of commencement of other group health plan coverage or Medicare entitlement.

Cost of Continuation Coverage

Generally, each qualified beneficiary may be required to pay the entire cost of continuation coverage. The amount a qualified beneficiary may be required to pay may not exceed 102% of the cost to the group health plan (including both employer and employee contributions) for coverage of a similarly-situated plan participant or beneficiary who is not receiving continuation coverage (or, in the case of an extension of continuation coverage due to a disability, 150%).

The Trade Act of 2002 created a new tax credit for certain individuals who become eligible for trade adjustment assistance (eligible individuals). Under the new tax provisions, eligible individuals can either take a tax credit or get advance payment of 65% of premiums paid for qualified health insurance, including continuation coverage. If you have questions about these new tax provisions, you may call the Health Care Tax Credit Customer Contact Center toll-free at 1-866-628-4282. TTD/TTY callers may call toll-free at 1-866-626-4282. More information about the Trade Act is also available at www.doleta.gov/tradeact/2002act_index.asp.

Payment for Continuation Coverage-First payment for continuation coverage

If you elect continuation coverage, you do not have to send any payment for continuation with the election form. However, you must make your first payment for continuation coverage within 45 days after the date of your election (This is the date the Qualifying Event Election Notice is post-marked, if mailed). If you do not make your first payment for continuation coverage within that 45 days, you will lose all continuation coverage rights under the Plan.

Your first payment must cover the cost of continuation coverage from the time your coverage under the plan would have otherwise terminated through the month before the month in which you make your first payment. You are responsible for making sure that the amount of your first payment is enough to cover this entire period. You may contact the Plan Administrator to confirm the correct amount of your first payment.

Your first payment for continuation coverage should be sent to the address indicated on the election notice provided at the time of your COBRA qualifying event.

Payment for Continuation Coverage- Periodic payments for continuation coverage

After you make your first payment for continuation coverage, you will be required to pay for continuation coverage for each subsequent month of coverage. Under the plan, these periodic payments for continuation coverage are due on the first day of each month of coverage. If you make a periodic payment on or before its due date, your coverage under the plan will continue for that coverage period without any break. The plan will send periodic notices of payments due for these coverage periods. A notice is only a reminder to you to pay. It is not a bill. You must make your payment by the due date or within the grace period (discussed below) whether or not you receive a notice.

Periodic payments for continuation coverage should be sent to the address indicated on the election notice provided at the time of your COBRA qualifying event.

Grace periods for periodic payments

Although periodic payments are due on the dates shown above, you will be given a grace period of 30 days to make each periodic payment. Your continuation coverage will be provided for each coverage period so long as payment for that coverage period is made before the end of the grace period for that payment. However, if you pay a periodic payment later than its due date but during its grace period, your coverage under the plan will be suspended as of the due date and then retroactively reinstated (going back to the due date) when the periodic payment is made. This means that any claim you submit for benefits while your coverage is suspended may be denied and may have to be resubmitted once your coverage is reinstated.

Option to Elect Other Health Coverage besides COBRA Continuation Coverage

Under the plan, you have the right, when your group health coverage ends, to enroll in an individual health insurance policy, without providing proof of insurability. The benefits provided under such an individual conversion policy may not be identical to those provided under the plan. You may exercise this right in lieu of electing continuation coverage, or you may exercise this right after you have received the maximum continuation coverage

available to you. You should note that if you enroll in an individual conversion policy, you lose your right under federal law to purchase individual health insurance that does not impose any pre-existing condition limitations when your conversion policy coverage ends.

More Information about Individuals Who May Be Qualified Beneficiaries

Children born to or placed for adoption with the covered employee during COBRA period

A child born to, adopted by or placed for adoption with a covered employee during a period of continuation coverage is considered to be a qualified beneficiary provided that, if the covered employee is a qualified beneficiary, the covered employee has elected continuation coverage for himself or herself. The child's COBRA coverage begins when the child is enrolled in the plan, whether through special enrollment or open enrollment, and it lasts for as long as COBRA coverage lasts for other family members of the employee. To be enrolled in the Plan, the child must satisfy the otherwise applicable plan eligibility requirements (for example, regarding age).

Alternate recipients under QMCSOs

A child of the covered employee who is receiving benefits under the plan pursuant to a Qualified Medical Child Support Order ("QMCSO") received by the plan administrator during the covered employee's period of employment with the employer is entitled to the same rights under COBRA as a dependent child of the covered employee, regardless of whether that child would otherwise be considered a dependent.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Plan Administrator, or you may contact the nearest Regional or Employer Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and Employer EBSA Offices are available through EBSA's website at www.dol.gov/ebsa.

Keep You Plan Informed of Address Changes

To protect your family's rights, you should keep the plan administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the plan administrator.

Benefit Costs

All benefits under the Plan are paid for by the Employer. However, if you elect COBRA Continuation Coverage, you will be required to pay premiums to receive the coverage.

How to Appeal a Claim

You will be notified in writing within 30 days of the date you submitted your claim if the claim is denied. This notification will set out the reasons that your claim was denied and will tell you what steps, if any, you may take to validate the claim. It will also inform you of your right to request an administrative review of the denial. You may request a review any time within the 180-day period after you have received notice that the claim was denied. Your request for review must be in writing. You or your authorized representative will have the opportunity to review any important documents held by the Plan Administrator and to submit comments and other supporting information. In most cases, a decision will be reached within 60 days of the date of your request for review.

Maternity Benefits.

Under federal law, group health plans (including this Plan) and health insurance issuers may not restrict benefits for any hospital length of stay in connection with childbirth for the mother and newborn child to less than 48 hours following a normal vaginal delivery, or less than 96 hours following a caesarean section, or require that authorization be obtained from the plan or the insurance issuer for prescribing a length of stay not in excess of these periods.

Appendix B



Comprehensive Moving Expense Policy

Generally, Penn View Bible Institute provides reasonable and necessary expenses incurred to relocate a new employee to the PVBI campus or local area. A more specific description of expenses eligible for reimbursement, restrictions, and limitations, which may apply, include:

I. Vehicle & Accommodation

- A.** PVBI will provide the basic rental, fuel, and usual associated costs (pads, hand truck, etc.) of a moving van or truck. Comparative quotes are to be obtained either by the prospective employee or by PVBI and are subject to approval by the school prior to making a firm arrangement. PVBI will provide insurance for the moving vehicle (written by the dealer or agency) but assumes that insurance on contents being moved will be provided by the employee, if desired.
- B.** PVBI will provide (at your option) either the fuel expense for one vehicle in addition to the moving van or truck or will provide a rental dolly to tow the vehicle behind the moving van/truck. The school does not provide expenses of moving additional vehicles.
- C.** PVBI will provide the cost of staying overnight in a motel for the employee and his/her immediate family when the distance of the move exceeds six hundred (600) miles. This benefit is subject to a limitation of \$50.00 per move.

II. Financial Arrangements

- A.** The employee shall advise the Director of Operations and/or Director of Finance of the estimated expenses of the move. PVBI will then make necessary financial arrangements either in the form of an advance to the new employee or by making arrangements directly with the rental agency or dealer, or a combination of both.
- B.** Upon arrival on campus, the employee will submit receipts or other records of expenses incurred to the Business Office for their files. Any refunds or additional reimbursement of expenses will be made at that time.
- C.** PVBI's reimbursement of moving expenses as outlined above is made with the understanding that the employee's term of employment will continue for a minimum of three (3) academic or school years. If the employee chooses to terminate his/her employment within the first three years, a prorated portion of the moving expenses paid for them will be refunded back to the school.

Refunds will be calculated follows:

- Termination within or following one year: Refund two-thirds (2/3) of the moving expense.
- Termination within or following two years: Refund one-third (1/3) of the moving expense.

Appendix C



Rental of Penn View Facilities

Staff Edition [Fee Schedule not for General Public]

Special Events Policies & Information

rev 08/22/13

The following are details related to your request to use facilities of Penn View Bible Institute for your special event. For more information, clarification, or to finalize reservations, contact the Director of Operations at 570-837-1855 ext. 1120.

Miller Dining Center

1. Schedule & confirm date(s) of the event with the Director of Operations.
2. Wedding receptions for immediate family or staff member there is **no charge** for that day. If an additional day is needed for decorating, please confer with the Director of Operations regarding the Dining Center availability.
 - If additional days are needed (e.g. for meal preparation or decorating), there is a charge of \$100.00 per day (or whatever usage is needed based upon the fee schedule below).
 - Bridal showers, baby showers, sales events, etc. are not free.
 - Must clean-up and replace tables & chairs in original position.
3. Funeral meals for immediate family, no charge; must clean-up and replace tables & chairs in original positions.
4. PVBI/CA Class charge: \$25.00 plus, clean-up and replace tables & chairs in original positions.
5. Fee Schedule:

In addition to the fees below, a \$50 security deposit must be submitted. This refundable deposit is held to ensure the Miller Dining Center is cleaned-up following your event. In the event the Dining Center is not properly cleaned, you will forfeit this deposit.

 - Dining area only.
\$75.00 per day
 - Dining area with basic kitchen & cooler & freezer usage* (no kitchen equipment: e.g. stoves, etc.).
\$100.00 per day
* Provided the cooler & freezer are scheduled for operation at the time of the event.
 - Dining area, full kitchen (equipment included except for dish washer & extra large mixer), & cooler & freezer.*
\$150.50 per day
 - Dining area only for bridal showers, etc. (evenings 7:00 'til 9:00 only during the regular school year)
\$35.00 per event
6. During the school year, wedding receptions can be scheduled for staff & immediate family members, however, it will need to work within the school activity schedule.
7. Those renting are responsible for the initial set up as well as final clean-up following the event.

8. Those renting must set up the tables and chairs in the formation desired and then return them to their original positions/locations.
9. Approximately 25 tables and 200 chairs are available at the Miller Dining Center.
10. If extra tables and chairs are needed, it is the responsibility of the renter to obtain them.
11. Upper floor of Dining Center -- Monday thru Saturday (after 6:30 PM only) \$15.00 per hour.
12. Any damage incurred to Dining Center equipment, tables, chairs, etc. due to neglect or abuse is the financial responsibility of the one renting the facility.
13. The Dining Center must be cleaned up following the event. This should also include the mopping of the floor when necessary. The dining area as well as the kitchen must be as clean as you found it.
14. All tables and chairs must be put back in their original place following your special event.
15. All trash must be placed inside of the dumpster.

Elementary School

In addition to the fees below, a \$50 security deposit must be submitted. This refundable deposit is held to ensure the auditorium is cleaned-up following your event. In the event the auditorium is not properly cleaned, this deposit is forfeited.

1. Fee Schedule:
 - Auditorium area only.
\$75.00 per day plus, security deposit & liability insurance.
 - Auditorium and Kitchen area only.
\$100.00 per day plus, security deposit & liability insurance.
2. During the school year, wedding receptions will not be scheduled. Funeral meals will be considered on a case-by-case basis due to the many campus activities.
3. Those renting are responsible for the initial set-up prior to the event as well as final clean-up following the event.
4. If tables and chairs are already in the auditorium, those renting must set-up the tables and chairs in the formation desired and then return them to their original positions/locations.
5. Renting the Elementary School auditorium does not include tables and chairs. If some are there, fine. However, PVBI is not committing to transfer tables and chairs for your event. You are not permitted to transfer tables and chairs from the Miller Dining Center. If you need tables and chairs, please secure them from a rental agency.
6. Under normal circumstances, no wedding receptions will be scheduled on campus during the school year. Wedding receptions are a possibility depending upon several factors. Contact the Director of Operations for details. No family reunions will be scheduled on campus during the school year.
7. The auditorium must be cleaned-up following the event. This should also include the mopping of the floor when necessary. The auditorium area as well as the kitchen must be as clean as you found it.
8. All trash must be placed inside of the dumpster near the Miller Dining Center.
9. Any damage incurred to PVCA elementary equipment, tables, chairs, etc. due to neglect or abuse is the financial responsibility of the one renting the facility.

Dorm Rooms**

1. Schedule & confirm date(s) of the event with the Director of Operations.
2. Specify the number of rooms needed for your event.
3. Fee Schedule:

Men's Dorm:	\$20.00 per night (no linens)
	\$25.00 per night (linens)
Zechman Hall (Girls' Dorm):	
Non-Guest Rooms:	\$25.00 per night (no linens)
Guest Rooms:	\$35.00 per night (linens provided)

Cabin Rentals**

1. Schedule & confirm date(s) of the event with the Director of Operations.
2. Fee Schedule:

<input type="checkbox"/> \$30.00 / night	<input type="checkbox"/> \$100.00 / week including utilities
<input type="checkbox"/> \$250.00 / month including utilities	<input type="checkbox"/> \$150.00 / month + utilities & water & sewer --for terms of 6 months or more

** Any stay longer than 7 days must be approved by the Administration

G.I. Straub Tabernacle

1. Schedule & confirm date(s) of the event with the Director of Operations.
2. Before the reservation is confirmed, the clearance must be given by the denominational leadership.
3. No fee is charged for the use of the building.
4. A donation is requested to cover utilities.

Ball Field

1. Schedule & confirm date(s) of the event with the Director of Operations.
Note: No Sunday activities in recreational area, please.
2. No specific fee is charged. A donation is requested for maintenance and upkeep.

Miscellaneous

1. Candelabras are available for \$20.00 rental fee.

EXHIBIT L

FINANCIAL AUDIT

PENN VIEW BIBLE INSTITUTE

FINANCIAL STATEMENTS

For the Year Ended May 31, 2015 and 2014

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Penn View Bible Institute
Penns Creek, PA

We have audited the accompanying financial statements of Penn View Bible Institute (a nonprofit organization), which comprise the financial position as of May 31, 2015 and 2014, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Penn View Bible Institute as of May 31, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have issued our report dated October 20, 2015 on our consideration of Penn View Bible Institute's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Penn View Bible Institute's internal control over financial reporting and compliance.

Wagner, Dreese, Elsasser, & Associates, P.C.
Selinsgrove, PA

October 20, 2015

Penn View Bible Institute
Statement of Financial Position
May 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
ASSETS		
Cash and cash equivalents	\$ 223,598	\$ 169,883
Pledges receivable - net	195,486	281,728
Accounts receivable	8,220	8,573
Student accounts receivable	12,850	52,314
Inventory - bookstore & cd's	29,597	30,907
Long-term investments	112,718	112,337
Property and equipment - net	<u>2,592,999</u>	<u>2,242,351</u>
TOTAL ASSETS	\$ <u>3,175,468</u>	\$ <u>2,898,093</u>
LIABILITIES		
Accounts payable	\$ 147,315	\$ 173,194
Accrued expenses	6,277	6,652
Annuities payable	28,071	40,045
Payroll liabilities	34,961	34,836
Refundable security deposits	(275)	2,300
Notes payable	<u>321,458</u>	<u>328,047</u>
TOTAL LIABILITIES	537,807	585,074
NET ASSETS		
Unrestricted	2,153,774	1,859,129
Temporarily restricted	464,360	434,414
Permanently restricted	<u>19,527</u>	<u>19,476</u>
TOTAL NET ASSETS	<u>2,637,661</u>	<u>2,313,019</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u>3,175,468</u>	\$ <u>2,898,093</u>

See accompanying notes to financial statements and accountant's report.

Penn View Bible Institute
Statement of Activities
May 31, 2015 and 2014

	<u>2015</u>	<u>2014</u>
UNRESTRICTED NET ASSETS		
Unrestricted revenues and gains		
Contributions	\$ 1,109,713	\$ 905,797
Academy tuition, room, board and fees	360,137	328,352
Institute tuition, room, board and fees	500,927	622,361
Fundraising	115,497	89,325
Investment return (loss)	5,124	13,868
Other	<u>90,097</u>	<u>73,358</u>
TOTAL UNRESTRICTED REVENUES AND GAINS	2,181,495	2,033,061
Net assets released from restrictions		
Restrictions satisfied by payments	28,279	172,277
Restrictions satisfied by annuitant donors	<u>20,000</u>	<u>(5,000)</u>
TOTAL UNRESTRICTED REVENUES AND GAINS	2,229,774	2,200,338
Expenses		
Program Services		
Academy	534,971	295,993
Institute	1,400,157	906,428
Management and general	-	501,377
Fundraising	<u>-</u>	<u>243,344</u>
TOTAL EXPENSES	<u>1,935,128</u>	<u>1,947,142</u>
INCREASE IN UNRESTRICTED NET ASSETS	294,646	253,196
TEMPORARILY RESTRICTED NET ASSETS		
Contributions	78,225	76,377
Fundraising	-	26,742
Other	-	1,118
Net assets released from restrictions		
Restrictions satisfied by payments	(28,279)	(172,277)
Restrictions satisfied by annuitant donors	<u>(20,000)</u>	<u>5,000</u>
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>29,946</u>	<u>(63,040)</u>
PERMANENTLY RESTRICTED NET ASSETS		
Endowment fund contributions	<u>50</u>	<u>-</u>
INCREASE (DECREASE) IN PERMANENTLY RESTRICTED NET ASSETS	<u>50</u>	<u>-</u>
INCREASE IN NET ASSETS	324,642	190,156
NET ASSETS AT BEGINNING OF YEAR	2,313,019	2,122,863
NET ASSETS AT END OF YEAR	<u>\$ 2,637,661</u>	<u>\$ 2,313,019</u>

See accompanying notes to financial statements and accountant's report.

Penn View Bible Institute
Statement of Functional Expenses
May 31, 2014

	Academy	Institute	Management & General	Fundraising	Total
Academy Expense	\$ 25,729	\$ -	\$ -	\$ -	\$ 25,729
Advertising	-	-	-	5,863	5,863
Alumni Expense	-	-	1,500	-	1,500
Annuity Expense	-	-	3,702	-	3,702
Auction Expense	-	-	-	58,574	58,574
Bad Debt Expense	28,268	26,934	-	630	55,832
Bank Service Charges	-	-	5,459	-	5,459
Building Improvements	-	-	11,370	-	11,370
CD Recording Expense	-	-	-	13,766	13,766
Clearing Expense	-	-	4,851	-	4,851
Computer Expense	1,909	2,364	2,182	323	6,778
Contract Labor	-	-	500	-	500
Contributions	-	-	-	-	-
Copy Machine Expense	1,443	1,787	1,650	244	5,124
Depreciation Expense	7,281	47,755	31,660	9,524	96,220
Deputation Expense	-	-	-	78,458	78,458
Dining Hall Expense	13,416	62,117	4,414	652	80,599
Dormitory Expense	-	-	370	-	370
Equipment Expense	-	-	6,148	-	6,148
Financial Development Expense	-	-	-	2,544	2,544
Fund Raising Expense	-	-	-	31,051	31,051
Guest Speakers	-	-	1,525	-	1,525
Health Reimbursement Plan	-	-	-	-	-
Institute Expenses	-	15,103	-	-	15,103
Insurance Expense	3,874	14,539	7,576	1,027	27,016
Interest Expense	-	-	20,128	-	20,128
Investment Expense	-	-	2,316	-	2,316
Janitorial Supplies	1,786	6,702	3,492	474	12,454
Library	-	7,235	-	-	7,235
Licenses and Permits	-	-	1,709	-	1,709
Maintenance/General	-	-	7,836	-	7,836
Miscellaneous Expense	-	-	6,614	-	6,614
Mission Development Expense	-	11,941	-	-	11,941
Music Department Expense	-	6,903	-	-	6,903
Office Supplies	-	-	3,653	-	3,653
Payroll Expenses	175,768	238,891	194,513	28,714	637,886
Postage and Delivery	1,074	1,331	1,229	181	3,815
Printing and Reproduction	-	-	-	7,508	7,508
Professional Fees	-	-	6,980	-	6,980
Scholarship Expense	-	407,090	-	-	407,090
Snack Shop Supplies	-	-	458	-	458
Student Aid Expense	-	7,828	-	-	7,828
Taxes	-	-	351	-	351
Travel & Entertainment	-	-	7,333	-	7,333
Utilities	35,445	47,908	150,965	1,965	236,283
Vehicle Expense	-	-	10,893	-	10,893
Yearbook Printing Expense	-	-	-	1,846	1,846
	<u>\$ 295,993</u>	<u>\$ 906,428</u>	<u>\$ 501,377</u>	<u>\$ 243,344</u>	<u>\$ 1,947,142</u>

See accompanying notes to financial statements and accountant's report.

Penn View Bible Institute
Statement of Functional Expenses
May 31, 2015

	<u>Academy</u>	<u>Institute</u>	<u>Total</u>
Academy Expense	\$ 31,233	\$ -	\$ 31,233
Advertising	0	4,985	4,985
Alumni Expense	0	1,537	1,537
Annuity Expense	0	2,268	2,268
Auction Expense	0	38,001	38,001
Bad Debt Expense	20,332	16,178	36,510
Bank Service Charges	0	5,194	5,194
Building Improvements	5,775	7,350	13,125
CD Recording Expense	0	23,683	23,683
Clearing Expense	0	4,423	4,423
Computer Expense	2,959	4,523	7,482
Contract Labor	0	202	202
Contributions	0	-	-
Copy Machine Expense	2,111	3,226	5,337
Depreciation Expense	14,012	88,668	102,680
Deputation Expense	0	84,087	84,087
Dining Hall Expense		61,769	61,769
Dormitory Expense	0	821	821
Equipment Expense	0	6,128	6,128
Financial Development Expense	0	8,572	8,572
Fund Raising Expense	14,610	18,594	33,204
Guest Speakers	1,056	1,344	2,400
Health Reimbursement Plan	0	-	-
Institute Expenses	0	21,033	21,033
Insurance Expense	26,734	29,596	56,330
Interest Expense	7,310	9,303	16,613
Investment Expense	0	2,075	2,075
Janitorial Supplies	5,539	7,050	12,589
Library	0	9,014	9,014
Licenses and Permits	723	920	1,643
Maintenance/General	0	12,232	12,232
Miscellaneous Expense	690	879	1,569
Mission Development Expense	0	3,335	3,335
Music Department Expense	0	6,740	6,740
Office Supplies	1,512	1,924	3,436
Payroll Expenses	311,737	437,183	748,920
Postage and Delivery	2,417	3,694	6,111
Printing and Reproduction	0	5,831	5,831
Professional Fees	3,413	4,344	7,757
Rent Expense	4,927	6,271	11,198
Scholarship Expense	0	312,376	312,376
Snack Shop Supplies	0	300	300
Student Aid Expense	2,066	9,271	11,337
Taxes	0	804	804
Travel & Entertainment	1,356	2,073	3,429
Utilities	68,221	116,922	185,143
Vehicle Expense	0	12,171	12,171
Yearbook Printing Expense	6,238	3,263	9,501
	<u>\$ 534,971</u>	<u>\$ 1,400,157</u>	<u>\$ 1,935,128</u>

See accompanying notes to financial statements and accountant's report.

Penn View Bible Institute
Cash Flow Statement
May 31, 2015 and 2014

	2015	2014
CASH FLOW FROM OPERATING ACTIVITIES		
Increase in net assets	\$ 324,642	\$ 190,156
Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities:		
Depreciation and amortization	102,680	96,220
(Increase) decrease in operating assets:		
Pledges receivable	86,242	(8,188)
Accounts receivable	353	(6,322)
Student accounts receivable	39,464	(19,364)
Inventory - bookstore and cd's	1,310	5,539
Unrealized gains and reinvested earnings in investments	(381)	630
Increase (decrease) in operating liabilities:		
Accounts payable	(25,879)	(29,409)
Accrued expenses	(375)	1,575
Actuarial adjustment on annuities payable	(11,974)	(6,102)
Payroll liabilities	125	(20,997)
Refundable security deposits	(2,575)	450
	<u>513,632</u>	<u>204,188</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Purchase of fixed assets	(453,328)	(140,060)
	<u>(453,328)</u>	<u>(140,060)</u>
CASH FLOW FROM FINANCING ACTIVITIES		
Long term debt - net	(6,589)	(13,164)
	<u>(6,589)</u>	<u>(13,164)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	53,715	50,964
BEGINNING CASH AND CASH EQUIVALENTS	<u>169,883</u>	<u>118,919</u>
ENDING CASH AND CASH EQUIVALENTS	<u>\$ 223,598</u>	<u>\$ 169,883</u>

Penn View Bible Institute
Notes to the Financial Statements
May 31, 2015 and 2014

NOTE 1—NATURE OF ENTITY

Nature of Activities

Penn View Bible Institute (the Institute) operates as a division of God's Missionary Church, Inc. which is a Pennsylvania non-profit organization and is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. The Institute was founded in 1966 to provide elementary, secondary and post-secondary Christian education. The Institute provides pre-kindergarten through twelfth grade education through the Penn View Christian Academy (the Academy). The mission of the Institute is to prepare Christ-like servant leaders through academic excellence, social integrity, and practical experience in the conservative Wesleyan-Arminian tradition to fulfill our Lord's great commission. Enrollment in the Academy in the fall of 2013-2014 fiscal year was 145, and enrollment in the Institute for the fall of 2013-2014 fiscal year was 87. The Institute is funded primarily through private donations and fundraisers in addition to the tuition and room and board fees received by students.

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Institute that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Institute uses the allowance method to determine uncollectible promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

Contributed Services

FASB ASC 958-605-25-16 (formerly *SFAS 116, paragraph 9*) states that any expert services donated must be done so at fair market value. The Institute generally pays for services requiring specific expertise, however, when donated the Institute does value the service at fair market value. In 2015 this amount was 0 and in 2014 this amount was \$2,442. In addition, many individuals volunteer their time and perform a variety of tasks that assist the Institute at the campus facilities, but these services do not meet the criteria for recognition as contributed services.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Penn View Bible Institute
Notes to the Financial Statements
May 31, 2015 and 2014

NOTE 1—NATURE OF ENTITY - continued

Property and Equipment

The Institute capitalizes purchased property and equipment at cost. However, prior to June 1, 2004, the Institute maintained its book and records on a hybrid of cash and accrual accounting methods. As a result, historical cost records for property and equipment were not maintained. Most property and equipment from inception to 2004 have been recorded at estimated cost amounts based upon insurance net replacement values. Whether or not to capitalize an item is based on management's discretion and the intended use and life of the purchased asset. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Institution reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Institution reclassifies temporarily restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight-line method over estimated useful lives ranging from five to thirty-nine and one-half years.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the existence or nature of any donor restrictions.

Income Taxes

The Institute is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation.

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the Institute considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Penn View Bible Institute
Notes to the Financial Statements
May 31, 2015 and 2014

NOTE 1—NATURE OF ENTITY - continued

Advertising

Advertising costs are charged to operations in the period in which the advertisement is placed. Advertising for 2014 and 2013 were \$4,985 and \$5,863, respectively.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the statement of functional expenses. Costs that are not directly associated with providing specific services have been allocated based upon the relative time spent by employees of the Institute providing those services.

Accounts Receivable

Accounts receivable are recorded primarily for student charges of tuition, fees, room, board and books at estimated realizable value. An allowance for doubtful accounts is based on an analysis of expected collection rates determined from past history. The allowance for doubtful accounts was \$16,576 and \$50,123 as of May 31, 2015, and 2014, respectively.

Recent Accounting Pronouncements

In May 2013, the FASB issued *ASU 2013-04 Fair Value Measurement (Topic 820), Amendments to Achieve Common Fair Value Measurement and Disclosure Requirements in U.S. GAAP and IFRSs*. This ASU amended ASC 820, *Fair Value Measurement*, to change the wording used to describe many of the requirements in U.S. GAAP for measuring fair value and for disclosing information about fair value measurements. The adoption of ASU 2013-04 becomes effective starting in 2014 and is not expected to significantly affect the Institute's financial statements (see Note 16).

NOTE 2—RESTRICTIONS ON NET ASSETS

Endowment Fund

Permanently restricted net assets at May 31, 2015 consist of endowment funds established to permit the Institute to invest in marketable securities to generate income for the operations of the Institute. Contributions to the endowment funds are subject to donor restrictions that stipulate the original principal of the gift is to be held and invested by the Institute indefinitely and income from the fund is to be expended for general operations and scholarships of the Institute.

Penn View Bible Institute
Notes to the Financial Statements
May 31, 2015 and 2014

NOTE 3—PLEDGES RECEIVABLE

Pledges receivable consisted of the following at May 31st:

	<u>2015</u>	<u>2014</u>
Chapel Choir	\$ 0	\$ 240
Campus Development	150,000	150,000
Capital Campaign	33,100	108,160
Christmas Appeal	175	0
Dollar-A-Day	645	0
Faith Partner	3,160	6,730
Friend of the President	600	300
School Service	28,825	30,866
Specified Donations	0	0
Work Student Underwriter	<u>1,415</u>	<u>1,450</u>
Gross pledges receivable	217,920	297,746
Less: Unamortized discount	(11,165)	(10,171)
Allowance for doubtful accounts	<u>(11,269)</u>	<u>(5,847)</u>
Net pledges receivable	<u>\$195,486</u>	<u>\$ 281,728</u>
Amounts due in:		
Less than one year	\$ 23,553	\$ 127,483
One to five years	<u>171,933</u>	<u>154,245</u>
Total pledges receivable	<u>\$ 195,486</u>	<u>\$ 281,728</u>

NOTE 4—INVESTMENTS

The Institute held \$112,718 at May 31, 2015 and \$112,337 at May 31, 2014 in investments. All investments are valued at fair market value. Investments are comprised of the following:

	<u>2015</u>	<u>2014</u>
Common stock	\$20,280	\$22,120
Mutual funds	<u>92,438</u>	<u>90,217</u>
Total investments	<u>\$ 112,718</u>	<u>\$ 112,337</u>

Penn View Bible Institute
Notes to the Financial Statements
May 31, 2015 and 2014

NOTE 5—CHARITABLE GIFT ANNUITIES

A charitable gift annuity is a contract between Penn View Bible Institute and the donor, whereby the donor makes an initial payment of cash or marketable securities to the Institute and the Institute agrees to pay the donor an annuity for the rest of their life. Penn View Bible Institute follows the American Council of Gift Annuities guidelines for payments of the annuity. The Investment Committee invests these monies in accordance with the established investment policy. At May 31, 2015 the annual commitment to annuitants was \$6,645 and at May 31, 2014 the annual commitment to annuitants was \$9,805 based upon rates ranging from 6% to 8.8%, derived from the annuity rate established by federal actuarial tables. As of May 31, 2015, the present value of the remaining annuities payable totaled \$24,247 and as of May 31, 2014, the present value of the remaining annuities payable totaled \$34,495.

NOTE 6—PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>2015</u>	<u>2014</u>
Buildings	\$8,181,138	\$ 7,756,118
Construction in progress	0	0
Vehicles and equipment	241,902	226,120
Furnishings and fixtures	<u>1,437,632</u>	<u>1,425,105</u>
	9,860,672	9,407,343
Accumulated depreciation and amortization	<u>(7,267,673)</u>	<u>(7,164,993)</u>
Net Assets at May 31, 2015 and 2014	<u>\$2,592,999</u>	<u>\$ 2,242,350</u>

NOTE 7—NOTES PAYABLE

The Institute's notes payable consist of the following:

	<u>2015</u>	<u>2014</u>
Swineford National Bank, line of credit, \$45,000 limit, interest only payments of a variable rate of 1% above prime, principal due upon demand secured by Guaranty of God's Missionary Church	44,808	44,808

Penn View Bible Institute
Notes to the Financial Statements
May 31, 2015 and 2014

John Zechman, interest free, demand note	4,000	0
God's Missionary Church, Inc., pension fund loan, interest only payments at 3.25% per annum adjusted annually to current prime rate	11,666	12,767
Unrelated individual and wife, due in monthly installments of \$100, with 4% interest per annum	38,135	38,265
Unrelated individual and wife, promissory note, accrued interest At 5% payable monthly, secured by mobile home at 114 Penn View Drive, Penns Creek, Pennsylvania	40,235	40,616
Unrelated individual and wife, promissory note, due in monthly installments of \$300 at an annual interest rate of 4%, secured by residence at 600 Loss Road, Penns Creek, Pennsylvania	40,614	41,591
Unrelated individual, promissory note, interest payments only at 7% per annum	121,000	121,000
Unrelated individual, with no stated interest due upon receipt of pledge payable for purchase of 1995 MCI motor coach, secured by 1995 MCI motor coach	<u>21,000</u>	<u>29,000</u>
Total long term debt	<u>\$321,458</u>	<u>\$328,047</u>

Future scheduled maturities of notes payable are as follows:

Years ending May 31:	<u>2015</u>	<u>2014</u>
2015	\$ 0	\$ 47,033
2016	52,598	2,315
2017	2,405	2,405
2018	3,902	3,902
2019 & beyond	<u>262,553</u>	<u>272,392</u>
Total long term debt	<u>\$321,458</u>	<u>\$ 328,047</u>

The Institute recorded interest expense of \$16,613 for May 31, 2015 and \$20,128 for May 31, 2014.

Penn View Bible Institute
Notes to the Financial Statements
May 31, 2015 and 2014

NOTE 8 – OPERATING LEASE

Penn View Bible Institute entered into an operating lease in August, 2013 with GE Capital Solutions for three Kyocera printers for a cost of \$205 per month for a term of 60 months.

NOTE 9 – RENT REVENUE

Penn View Bible Institute offers housing to its employees as part of their compensation package. If there is additional campus housing available, the Institute will rent these residences to individuals outside the faculty, administration and student body. Each tenant signs a lease and remits monthly payments to the Institute based on the lease terms. Total rental income was \$39,975 and \$27,900 for the fiscal years ended May 31, 2015 and May 31, 2014 respectively.

NOTE 11 – NET ASSETS

Permanently restricted net assets, investments in perpetuity with the investment income expendable as restricted by donor to support the following at May 31st:

	<u>2015</u>	<u>2014</u>
Operating endowments	\$1527	\$ 1,477
Scholarship endowments	18,000	18,000
Total permanently restricted net assets	<u>\$19,527</u>	<u>\$ 19,477</u>

Temporarily restricted net assets were available for the following purposes at May 31st:

	<u>2015</u>	<u>2014</u>
Annuity reserves	71,523	68,000
Auction inventory	0	7,444
Campus development:		
Campus housing	700	700
Memorial funds	0	3,540
Music hall	6,500	6,500
GI Straub	500	500
Roof repairs	0	0
Student life center	310,219	255,787
Campus signage	1,681	1,681
Haven of Rest	500	250
Kincaid Scholarship	0	1000
Class and departmental funds	9,793	10,686
Faculty education	745	626
Interserve program	0	367
Mission Development	1,202	21,485
Public relations	500	500

Penn View Bible Institute
Notes to the Financial Statements
May 31, 2015 and 2014

Scholarships	27,091	25,891
Student aid	<u>33,407</u>	<u>29,457</u>
Total restricted net assets	<u>\$464,361</u>	<u>\$ 434,414</u>

NOTE 12 – RELATED PARTIES

Penn View Bible Institute has a large portion of its faculty, student body, governing boards and vendors that are related either by lineal decent or through marriage. Due to this, it is common business practice to enter into business transactions or have related administrative members handling money and having access to the assets of the Institute.

NOTE 13 – CONCENTRATED RISK

Penn View Bible Institute relies heavily on private donations and various fundraising activities throughout the year in order to fund their operations. Continued downward decline in fundraising or donations could have a profound effect on the ability of the Institute to be a going concern.

NOTE 14 – INVENTORY

Penn View Bible Institute holds inventory for the bookstore, compact discs, and inventory for auctions. The Institute values the inventory in the bookstore and the compact discs at cost and expenses it as such. Auction inventory is typically donated, and therefore valued at fair market value. This value is either provided by the donor or determined by management's discretion. At May 31, 2015, the bookstore, compact discs and auction remaining inventory was \$29,597 and at May 31, 2014, the bookstore, compact discs and auction remaining inventory was \$30,907.

NOTE 15 - EVALUATION OF SUBSEQUENT EVENTS

No subsequent events were noted at the audit report date.

NOTE 16 - SUMMARY OF FAIR VALUE EXPOSURE

The FASB *Fair Value Measurement* standard clarifies the definition of fair value for financial reporting, establishes a framework for measuring fair value, and requires additional disclosure about the use of fair value measurements in an effort to make the measurement of fair value more consistent and comparable. The Institute has adopted this standard for its financial assets and liabilities measured on a recurring and nonrecurring basis (ASC 820-10).

Fair Value Measurement defines fair value as the amount that would be received from the sale of an asset or paid for the transfer of a liability in an orderly transaction between market participants, i.e., an exit price. To estimate an exit price, a three-tier hierarchy is used to prioritize the inputs:

Penn View Bible Institute
Notes to the Financial Statements
May 31, 2015 and 2014

Level 1: Quoted prices in active markets for identical securities.

Corporate common and preferred stocks - Valued at the closing market price on the stock exchange where they are traded (primarily the New York Stock Exchange).

Money market and savings accounts - Composed of funds invested in savings accounts at various financial institutions and a money market mutual fund. Funds invested in savings accounts are valued based on the value of deposited funds and net investment earnings less withdrawals and fees. The money market mutual fund consists primarily of domestic commercial paper and other cash management instruments, such as repurchase agreements and master notes, U.S. government and corporate obligations and other securities of foreign issuers. The fund seeks to maintain a stable net asset value ("NAV") of \$1.

Level 2: Other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment spreads, credit risks, etc.).

The Institute does not have any Level 2 inputs.

Level 3: Significant unobservable inputs (including the Council's own assumptions in determining the fair value of investments).

The Institute does not have any Level 3 inputs.

The inputs and methodology used for valuing the Institute's financial assets and liabilities are not indicators of the risks associated with those assets and liabilities.

The following provides fair value measurement information for financial assets and liabilities measured at fair value on a recurring basis as of May 31, 2015:

	<u>Investments</u>
Level 1: Quoted Prices	<u>\$112,718</u>

The following provides fair value measurement information for financial assets and liabilities measured at fair value on a recurring basis as of May 31, 2014:

	<u>Investments</u>
Level 1: Quoted Prices	<u>\$112,336</u>

The fair value of the Institute's investments is based on quoted market prices.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors
Penn View Bible Institute
Penns Creek, PA

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Penn View Bible Institute (a nonprofit organization), which comprise of the statement of financial position as of May 31, 2015 and 2014, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated October 20, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Penn View Bible Institute's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Penn View Bible Institute's internal control. Accordingly, we do not express an opinion on the effectiveness of Penn View Bible Institute's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitation, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Penn View Bible Institute's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wagner, Dreese, Elsasser, and Associates, P.C.
Selinsgrove, PA

October 20, 2015

EXHIBIT M
FINANCIAL POLICY

I. STATEMENT OF PURPOSE

A. Penn View Bible Institute Mission

To prepare Christ-like Servant Leaders through higher education that engages spiritual transformation, academic excellence, social integrity, and practical experience, in the conservative Wesleyan-Arminian tradition to fulfill our Lord's Great Commission.

B. RELATIONSHIP BETWEEN PENN VIEW BIBLE INSTITUTE (PVBI) GOD'S MISSIONARY CHURCH, INC (GMC)

On July, 1965, the General Conference of the God's Missionary Church passed a resolution stating that land be purchased for the purpose of starting a Bible School. The name "Penn View Bible Institute" was approved shortly thereafter.

Penn View Bible Institute operates as a department of God's Missionary Church, and is governed by a board of directors who are elected at the Annual Conference held in Penns Creek, Pennsylvania. This Board is accountable to the General Board of the God's Missionary Church, Inc.

II. PURPOSE OF FINANCIAL POLICY

The Financial Policy of PVBI was created with three guiding principles in mind:

PRINCIPLE #1

To ensure that proper accounting practices will always be followed. PVBI will prepare its financial statements on an accrual basis in accordance with standard accounting practices.

PRINCIPLE #2

To provide accountability to our constituents, donors, business partners and governing board.

PRINCIPLE #3

To protect the interest of the Donor, PVBI, Administration, and Staff.

III. FINANCE AND ACCOUNTING

A. DEPARTMENT OF FINANCE (DOF)

The main responsibility of the DOF is to conduct the financial business of PVBI. The DOF is directly accountable to the President.

The DOF shall be responsible to insure that standard accounting practices are followed, to account for all assets, liabilities, income and disbursements, to issue receipts and communicate with the donor, and to pay invoices. It will also provide reports for the Administration, Finance Committee and Board of Directors, prepare for audits, and assist in the annual budgetary process.

B. DEPARTMENT OF FINANCIAL DEVELOPMENT (DOFD)

It is the responsibility of the DOFD to solicit major gifts and oversee fundraising activities for, but not limited to, development of new educational and research programs, major campus improvement, campus expansion, acquisition of major equipment and real estate.

It is the responsibility of DOFD to provide insight for planned giving programs, solicit for Wills, Charitable Gift Annuities, Trusts, Endowments, Grants and various gifting possibilities. The DOFD shall provide assistance in preparing the annual budget.

It is accountable to the President. All monies and gifts received shall be disbursed through the DOF or invested by the Investment Committee.

C. FINANCE COMMITTEE

The Finance Committee is composed of at least three (3) members appointed by the Board of Directors and has general oversight of all accounting practices, income, disbursements and audits. The Finance Committee will advise the Board in all financial matters at PVBI.

The committee advises in establishing policy and assists raising monies for the daily operation, ensures that IRS regulations are followed, and reviews the budget and financial reports. In addition, the committee is responsible for the investment of all funds including, annuities, endowments, grants, monies from estates, and various kinds of gifts. The Finance committee is accountable to the Board of Directors. This committee shall meet not less than once a quarter within the fiscal year.

IV. GIFTS AND DONATIONS

All gift acceptance policies and procedures at PVBI shall be interpreted by four overriding principles:

PRINCIPLE #1

A gift shall only be accepted if it is in the best interest of the donor. The interest of the donor shall be determined by the donor's financial situation, interest in PVBI, and any tax or legal matters revealed while planning for a gift. PVBI shall not encourage any gift that is inappropriate in the light of the donor's financial situation. However, the donor retains ultimate responsibility for ensuring that the proposed gift furthers the donor's charitable gift and planned giving goals.

The Department of Finance and the Department of Financial Development do not provide legal, accounting or tax advice to prospective donors. PVBI encourages donors to seek legal counsel in conjunction with the Department of Financial Development.

PRINCIPLE #2

A gift will only be accepted by PVBI if it is considered to be reasonable and appropriate to the support of PVBI's purpose and mission. A gift may be considered inappropriate when particular restrictions are imposed by the donor, would not be in keeping with the purpose of PVBI, or fails to meet the IRS guidelines/regulations for (501)(C-3) organizations. PVBI reserves the right to refuse any donation in an effort to protect spiritual, ethical and financial integrity.

** The Board/Administration maintains, at their discretion, the control in using all donations in accordance with the regulations for (501) (C-3) organizations.

PRINCIPLE #3

Careful attention will be made so as not to offend an individual, corporation or foundation when a solicitation is presented.

PRINCIPLE #4

It is the policy of PVBI to remove a donor from its solicitation list, such as a mailing list, phone list, and e-mail address list, at the request of the donor. The donor's right to privacy will always be honored. PVBI will not sell mailing, phone, or e-mail lists to third parties.

A. GIFTS

A gift is considered given for which the donor receives no direct benefit and requires nothing in exchange beyond an assurance that the intent of the contribution will be honored by PVBI. PVBI shall acknowledge all gifts from donors and receipt each gift through the Department of Finance.

B. UNRESTRICTED GIFTS

An unrestricted gift is typically a gift of cash, stocks, bonds, real property, tangible personal property, or a gift in kind. A gift in kind must have a value placed upon it by the donor which would be subject to IRS approval.

C. RESTRICTED GIFTS

A restricted gift is one in which some qualifier or restriction has been given, and will be considered as a non-routine gift. This type of gift may specify a time limit or use of gift for a specific purpose. If PVBI is unable to meet the restrictions placed upon a gift, PVBI may choose to refund the gift or request in writing approval to move the gift to another account. However, when making appeals for specific projects, PVBI shall clearly state that funds received in excess of the cost of the project may be assigned to other projects at the discretion of the administration.

1. Planned Gift

A planned gift generally is a gift or commitment made in the present with the benefit to PVBI "deferred" until a future date..

2. Endowments.

A gift of a certain amount to be invested for the purpose of producing present and future income that may be expended or that may be reinvested with the original gift. The principle of the endowment shall be maintained intact. The income is expended according to the donor's stipulation and may be unrestricted or restricted. The Investment Committee shall invest these monies in accordance to the Investment Policy set by the Board of Directors. Therefore, the following policy has been adopted.

A gift given to the endowment fund is given for perpetuity

- The principle shall always be maintained
- The investment policy of PVBI shall be followed. (see section VI *Investment Policy*)
- A portion of the earnings must be reinvested with the original gift. The remainder of the unrestricted earnings may be expended or reinvested at the discretion of the Investment Committee.
- Investment earning may be withdrawn semi-annually

3. Charitable Gift Annuity

A charitable gift annuity is a contract between PVBI and the donor, it is not a trust agreement, whereby the donor makes an initial payment of cash or marketable securities to PVBI and PVBI agrees to pay the donor an annuity for the rest of his/her life. PVBI will follow the guidelines established by the American Council of Gift Annuities for payment of the annuity. PVBI shall also meet the regulations set by a state before a CGA is accepted. The Investment Committee shall invest these monies in accordance to the Investment Policy set by the Board of Directors.

4. Trusts

Since there are different types of trusts, each type of trust having its special benefit, we ask the donor to contact the Director of Financial Development of PVBI. PVBI will accept the following trusts, but not limited to, Charitable Remainder Trust, Annuity Trust, Unitrust, Charitable Lead Trust, Living Trust, Irrevocable and Revocable Trust. The Investment Committee shall invest these monies in accordance to the Investment Policy set by the Board of Directors.

Many times the Trust will state whom the trustee/trustees are who have the authority to make the investments for the trust. If PVBI is made a trustee, the Investment Committee shall act on behalf of PVBI and shall follow the above guiding rules.

5. Scholarships

PVBI receives funds for scholarships. Scholarships can be, but are not limited to, academic, interest, major, and/or general. Guidelines to be established by the donor and/or Administration.

6. *Student Aid*

PVBI receives money in the form of student aid which benefits needy students, and is applied at the discretion of the Administration.

V. NON-GIFT INCOME

PVBI charges tuition, fees, room and board, and for goods and services rendered. A non-deductible receipt will be issued for monies received for these items, including money received for a designated student. These monies shall be used for the daily operational expense of PVBI.

VI. INVESTMENT POLICY

The Board of Directors has vested in the **Finance Committee** or its designee the right to make investments on behalf of PVBI. It will invest monies received from, but not limited to: wills/estates, annuities, trusts, endowments, grants, and sale of real estate. It is the desire of the Board of Directors to maximize income through prudent investments.

PURPOSE

The purpose of this policy is to provide a statement which outlines the investment objectives approved by the Board of Directors of PVBI as well as to assign managerial responsibilities for continued success of the investment program.

The Finance Committee appointed by the Board of Directors is given the authority, discretion and responsibility to direct the investment of funds available for investment in accordance with the objectives of this policy. To that end, the Finance Committee is authorized to review, engage and replace, if necessary, the investment manager(s) for the direct management of PVBI's investable assets. Progress towards the stated goals will be measured at least quarterly. However, the Finance Committee recognizes that performance of the investment manager has to be evaluated over a longer time horizon of a market cycle (3-5 years) to determine that stated objectives are being achieved, that the investment manager is performing to PVBI's administrative needs. Investment performance data will be provided to the Finance Committee through quarterly reports and meetings with the investment manager as deemed necessary. The Finance Committee shall review the investment policy at least annually and make the necessary modifications.

OVERALL OBJECTIVE

The financial goal of PVBI is to preserve and enhance its real (inflation-adjusted) purchasing power through reinvestment of realized capital gains and earned income to the extent that such assets are not required for ongoing needs. This is to be achieved over time through the combination of prudent investment management that generates optimal returns available with the imposed risk constraints and policy guidelines expressed herein in conjunction with an appropriate spending policy.

ASSET ALLOCATION

The asset allocation philosophy is full investment to long-term assets as opposed to market timing; however, the investment manager may retain the option to maintain positions of up to 10% in cash in each asset class if the market outlook so dictates. The base asset allocation, as of the approval date of these guidelines, will be:

Equities	RANGE	0%-80%
Fixed Income	RANGE	0%-60%
Cash & Equivalents	RANGE	0%-100%

EQUITY GUIDELINES

- The investment objective is to provide for capital growth while maintaining a moderate level of income through investment in companies with strong financial and operating histories
- To achieve a quality level deemed desirable, it is expected that the equity securities be listed on one of the public stock exchanges and/or be able to be converted to cash within 30 days.
- The equity portion will be diversified in terms of sector, industry, company and geography. No more than 10% of the market value of the investments should be in equities of any one company. Also, no more than 25% of the investments may be committed to those companies in the same industry as defined by Standard & Poors.
- Investments in diversified mutual funds that have achieved a satisfactory average rate of return on investment during the previous five consecutive years is preferred provided they meet the investment requirements outline in this policy.
- Specifically prohibited investments include:
 - Options, futures, over the counter derivatives
 - Private Placements
 - Warrants
 - Margin Trading
 - Short Selling
 - Commodities
 - Limited or Master Limited Partnerships
- Equity performance will be compared to the Standard & Poor's 500 Stock Index.

FIXED INCOME GUIDELINES

- The fixed income portion should be properly diversified in terms of issuer, maturities/duration, and yield curved exposure. Issues may include U.S. and non-U.S. issues of Government and agency obligations, marketable corporate bonds, mortgages-backed, and asset backed obligations. No more than 10% of the market value of the investments may be invested in securities of any one issuer with the exception of U.S. Treasury and full-faith Agency obligations. Nor more than 20% may be invested in any one industry. Also, a diversified maturity schedule is preferred.
- Fixed income investments shall be only those issues which are rated investment grade or better by Moody's and Standard & Poors. The minimum quality of fixed income investments is S&P's BBB. In regard to mutual funds or common funds, overall quality rating shall be BBB or better. If a security falls below investment grade, and the investment manager recommends holding that security, approval must be sought from the Investment Committee in a timely manner.
- Certificates of deposit may be purchased in amounts not to exceed \$100,000 dollars and must be insured.
- Prohibited investments are those as otherwise noted and which also include:
 - Options, futures, over-the-counter derivatives
 - Private Placements
 - Warrants
 - Margin Trading
 - Short Selling
 - Commodities
 - Limited or Master Limited Partnerships

CASH EQUIVALENTS

Cash investments (U.S. government securities, agencies and commercial paper) should be prudently diversified. If not guaranteed by the U. S. Government, they should be rated at least A-2 by Standard & Poors or P-2 by Moody's or the equivalent. Money market funds are acceptable based upon the criteria stated for cash investments.

EVALUATION AND REVIEW

The Finance Committee will meet not less than once a quarter within the fiscal year to review investment management performance to assure that the general objectives are met. Appropriate benchmark returns shall be provided in order to evaluate asset class performance. The overall performance of the investments and the investment policy shall be reviewed with the Finance Committee at least annually. Any modifications of this policy shall require the Board of Director's approval.

In the event that more than needed funds exist in the General Fund the Director of Finance shall have the authority to place unneeded funds in a short-term investment, such as, but not limited to, certificate of deposit (CD), saving account, and money market. It is the intent of the Director

of Finance to make sure the funds will not be needed before maturity so as not to incur a penalty when funds are withdrawn.

VII. BORROWING AND LOANS

It would be the desire of the Board of Directors and Administration of PVBI never to have to borrow funds. It may, however, be in the best interest of PVBI to borrow funds in order to achieve the objectives of the School. Before borrowing any funds, the reason for doing so and the repayment plan should be researched. There are two types of borrowing that will be considered, Internal and External borrowing.

A. INTERNAL BORROWING (Restricted Funds)

Good financial principals would dictate that there are times when internal borrowing may be necessary. *(The following is being considered, to be approved at a later date.)*

- 1. A real need exist.*
- 2. Funds must be available in some accounts that will not be use at the present time.*
- 3. A repayment plan is in place.*
- 4. Repayment must always be completed before borrowed funds are needed in the original account.*
- 5. If funds are restricted funds, those who have authority over the funds must grant approval for the loan and the repayment plan. Borrowing must not violate the donor's desire.*

B. EXTERNAL BORROWING

External borrowing is when funds are borrowed from outside sources such as: banks, lending agencies, and individuals.

1. It is always to be remembered that a borrower becomes a servant to the lender.
2. The ability to repay what is borrowed must be the guiding factor when borrowing funds.
3. Before borrowing funds from any external source the loan must be approved by the Board of Directors.
4. Proper documents must be prepared and signed by the lender and PVBI or its designee.

VIII. POLICY AND PROCEDURE FOR INTERNAL CONTROL

It is understood that PVBI takes its fiduciary responsibility very seriously and will do all within its power to make sure that all income and disbursements are handled in a methodical manner and in keeping with good accounting practice. A segregation of duty will be followed; that is, *more than one* person will be involved in any one financial transaction. The policy and procedures in this section are designed to provide a general guideline for receiving, recording and depositing of income. It also provides a general guideline for all disbursements and purchases.

A. INCOME

1. Income received by the PVBI office shall be delivered to the Business Office in an expedient manner.
2. The bookkeeper shall verify the dollar amount with any correspondence that may have been received.
3. All income shall be posted to the proper account by the bookkeeper in a timely manner.
4. The bookkeeper shall be responsible for preparing the deposit slips. Monies shall be deposited within a week from the time they are received in the accounting office.
5. The Director of Finance or his designee shall review the income report and compare it to the bank's stamped duplicate deposit slip. (Designee must be someone other than the person making out the deposit slip.)
6. A receipt and communication (normally a letter) shall be given or sent to the donor within a reasonable time of the posting date. Communication with the donor shall include a self-addressed envelope. (Note: If a contribution is actually part donation and part payment for goods or services, then only the amount in excess of the fair market value of the goods and services will be considered deductible for tax purposes.)
7. An income report shall be given weekly to the President.

B. DISBURSEMENTS

1. The Director of Finance or his designee must approve all disbursements, and some departments may be required to obtain approval from the Office of the President.
2. Disbursements are made with check; however some purchases are made with the PVBI credit card when proper approval is granted. No check should be written payable to Cash or signed in advance.
3. The petty cash account may be used by the Business Office to make incidental purchases under one thousand dollars. A proof of purchase and petty cash voucher shall be turned in to the business office.
4. Disbursements will be made from an invoice, a statement, or disbursement/reimbursement request. All invoices and statements will be date-stamped upon receipt.
5. When a check is used for disbursement the date and check number will be put on the document from which the disbursement is made.
6. The Director of Finance or the President may sign a check to make disbursements. Only in rare emergencies will one sign his/her own check.
7. A disbursement report will be provided to the Office of the President not less than once a month. The President may require this report more often if the need arises.
8. The Business Office shall reconcile the bank statement with their records within thirty (30) days of receiving the bank statement. If for some unusual circumstance the office is unable to reconcile the bank statement with their record because of an error, the time period for reconciliation may be extended with the approval of the President.

C. REIMBURSEMENTS

Circumstances may require that a staff member will have to use his/her personal finances to cover some cost but will be reimbursed if proper procedure is followed.

1. The President or the Director of Finance must grant approval for expenditure if reimbursement is expected.
2. Approval may be granted to cover an item, items, travel, meals, lodging and repairs. When a group is traveling, representing PVBI, approval may be given to cover the complete trip.
3. A form, "Request for Reimbursement" with the proof of expenditures attached, must be turned into the accounting office within sixty (60) days from date of expenditure to be eligible for the reimbursement.

D. PURCHASES

It is the desire of the Administration that the funds given to PVBI be spent efficiently and effectively. A competitive market is a part of a free and open economy and shall be used as the heart of all our procurements.

To maintain a level of accountability these general guidelines shall serve for all purchases.

1. The Director of Finance or his designee shall serve as the purchasing agent and sign all purchase orders for all departments of the school including, but not limited to: the Academy, Institute, Dining Hall, Maintenance and Bookstore. He and the President have exclusive responsibility for authorizing purchases from vendors for all supplies, materials and services on behalf of PVBI.
2. PVBI will not be responsible for any purchase without proper authorization and such purchase becomes the financial responsibility of the individual making the unauthorized purchase.
3. The President and Finance Committee must approve all major purchases such as purchases of insurance, purchase or lease of real property, data processing equipment and vehicles.
4. A requisition must be submitted to the Director of Finance for his review and approval. A document of evidence of need may be submitted with the requisition. The requisition may include a suggestion of vendor/vendors and bids. The Director of Finance maintains the right to research and choose a vendor.
5. An open purchase order may be used to accommodate repeated purchases of such items as office supplies, paper products, dining hall foods, and small maintenance supplies. A new purchase order form must be submitted for each fiscal year.
6. Potential vendors are selected for their ability to serve the needs of PVBI in the most economical and efficient manner possible. Past performance, cooperation and the ability to negotiate price with PVBI will always be considered.
7. Utility vendors for gas, coal, wood, oil, telephone, electric and other services shall be chosen on the basis of service and competitive price when possible.
8. No contract is binding unless authorized and signed by the Director of Finance or the President.
9. Purchases may be made using the PVBI credit card. The President or the Director of Finance must authorize the use of the credit card and the card must be returned to the

Business Office when the authorization has expired. The PVBI credit card is not to be used for personal items.

10. PVBI has the responsibility to ensure that any Faculty or Staff authorized to use a PVBI vehicle has the proper financial resources for gas and oil. A proof of purchase must be given to the business office.

IX. BUDGET

To help PVBI to fulfill its fiduciary responsibility and effectively use and manage the funds received, the President will develop an annual budget. The Director of Finance and the Director of Financial Development shall assist in the budgetary process. Each department and its staff shall also assist by providing the information necessary in the budgetary process. When the budget is completed it shall be submitted to the Board of Directors for its approval three months prior to the next fiscal year.

The budgetary process shall include but is not limited to:

1. Doing a review of the complete ministry of PVBI, the goals and accomplishments
2. Doing a review of each department's achievements and fiscal performance
3. Doing a review and analysis of the last fiscal year's income and expense: comparing actual income and expense with budget numbers
4. Doing a cost analysis for each department, staff, program, and student
5. Developing an estimated income budget, including the tuition
6. Developing an estimated expense budget
7. Assisting in the development of any new income program
8. Searching for ways to reduce costs and implement them
9. Analyzing and recommending any changes in PVBI investments
10. Making recommendations to the Administration and Board of Directors

X. FINANCIAL REPORTING

The Finance Committee shall have all financial records for PVBI audited/reviewed annually by an authorized accountant or a CPA. The audit/review shall be addressed to the Board of Directors of PVBI.

The Department of Finance shall provide the reports requested by the President, Financial Committee, PVBI Board of Directors and GMC. The request for any report/reports shall be made in a timely manner so as not to create undo burden on the DOF.

All directors and department heads may be required to submit a financial report to the Finance Committee.

XI. STUDENT ACCOUNT

The Board of Directors and the Administration of PVBI firmly believe that an individual must fulfill their financial obligations to maintain a vital Christian testimony. To assist our students to that end, we have adopted the following policy.

1. Each student has a personal account in the business office.
2. Income for a student's account will be posted to their account within a timely manner.
3. A discount will be given to a student who pays their account in full upon registration for the semester. (Discount may vary from year to year; interested persons would need to contact the business office for the current discount)
4. A student who fails to make his/her monthly payment on time will be charged a late fee. The monthly payment is due on the fifteenth business day of the month.
5. A student returning to PVBI for the fall semester is to have a zero balance. A student who has a balance of five hundred dollars (\$500) or more will not be allowed to register for the second semester without special approval.
6. Any student account past due for more than one month will be charged a late fee per month. The student may be asked to sign a promissory note payable to PVBI.
7. A student with a balance past due will not receive their grade card, diploma, or transcript. And will not march until the balance is paid in full unless special arrangement is made with the President and Department of Finance.
8. Any student who refuses to fulfill their financial obligation to PVBI may have their past due account recorded against their personal credit record.

In the event of an **extreme** emergency, the Administration will endeavor to work with the student or the family of the student until the account is paid in full. Arrangements must be made through the Office of the President and Department of Finance.

A work scholarship, either part/full time, may be granted to a student who needs financial assistance. Application for the scholarship must be with the Admissions Department who will work in conjunction with the Department of Finance in ascertaining eligibility. The work scholarship will be for one school term and must be reapplied for if the need remains. The work scholarship will be granted only on the basis and proof of need and will only apply towards tuition, room and board.

EXHIBIT N
LIBRARY HANDBOOK

Library Handbook



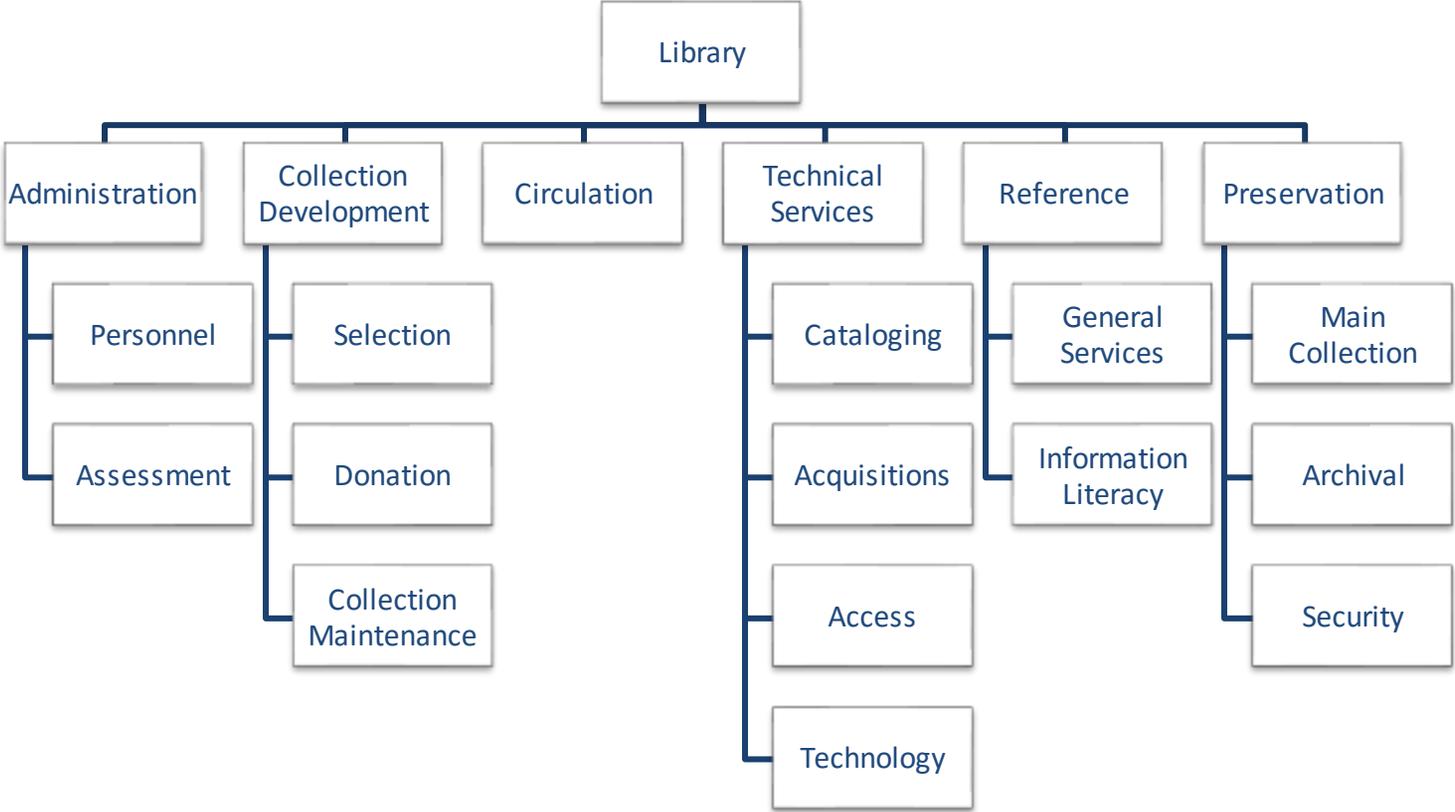
Penn View Bible Institute

2016

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Program Chart



Library Mission Statement

The Library is committed to support the academic, biblical, and holiness philosophy of Penn View Bible Institute by providing services to access resources that support the academic and holistic needs of the library's patrons. The library will partner with the institution and its community to provide and preserve needed resources and to instill life-long learning skills.

Library Goals

To encourage study and research and to maximize learning, the library embraces the following goals:

LIBRARY GOAL 1: The librarian in collaboration with the faculty will add quality and relevant resources to maintain adequate support of the academic and holistic needs of the institution's curriculum and community.

LIBRARY GOAL 2: The library provides trained personnel, finding tools, and a current awareness service that allows the library community ease of access to various formats of information.

LIBRARY GOAL 3: The librarian in collaboration with information technology personnel will ensure that library technology is maintained to ensure ease of access to information.

LIBRARY GOAL 4: The library will provide an adequate and spacious environment for its collection, study areas and staff work areas.

LIBRARY GOAL 5: Library workers will maintain and promote an environment that preserves library resources and is conducive to study.

LIBRARY GOAL 6: The library in collaboration with faculty and administration will promote the development of life-long learning skills.

Library Policies

1.0 Library Administration

1.0 Policies: Library Committee approved May 10, 2012; Faculty approved May 14, 2012

Institutional Library Administration Policies

The institution employs a Librarian with an A.L.A. accredited M.L.S.

The Librarian is hired by the President in collaboration with the Academic Dean and is directly responsible to the Academic Dean.

The Librarian has faculty status and attends faculty meetings.

The administration of the library is the direct responsibility of the Librarian.

1.1.0 Library Personnel Policies

1.1.1 Staff needs are determined by two processes: evaluation and budget.

1.1.2 The Librarian collaborates with the Academic Dean and the Work Program Director to meet library staff needs.

1.1.3 Library personnel will be expected to uphold library policies and procedures and to perform library duties as given to them by library supervision.

1.2.0 Library Organizational Policies

1.2.1 When necessary, the policies of the library are approved by the Library Committee and ratified by the faculty.

1.2.2 The Librarian in collaboration with the Academic Dean determines library hours based on class schedules and assessment data.

1.3.0 Library Assessment Policies

1.3.1 The library systematically assesses the extent to which it is meeting its goals through a formal report as well as by using measures to evaluate its collection, policies, and procedures.

1.4.0 Library Administrative Policies

1.4.1 Library personnel will create and maintain an atmosphere that is conducive to study and research.

1.4.2 Library personnel will endeavor to monitor compliance of applicable institutional Internet policies.

2.0 Collection Development

2.0 Policies: Library Committee approved May 10, 2012; Faculty approved May 14, 2012

2.1.0 Selection Policies

- 2.1.1 The primary purpose of the library is to collect resources to meet the research and curriculum needs of the institution.
- 2.1.2 The library will also collect resources that meet needs and interests of individual faculty and students as they fall under the library selection criteria.
- 2.1.3 All resource selections must be approved by the Librarian.
- 2.1.4 The Librarian will primarily use course bibliographies, publisher catalogs and recommendations for resource selection.
- 2.1.5 Recommendations will be accepted by the Librarian for consideration using the selection criteria; however, acquisition priority will be given to the Academic Dean, Division Directors and faculty.
- 2.1.6 Resources will be selected according to the following criteria:
- contribution the subject matter makes to the curriculum
 - relevance to the library's mission
 - favorable recommendations based on preview and examination of materials by professional personnel
 - reputation and significance of the author, producer, and publisher
 - currency of material
 - high degree of potential user appeal
 - quality and variety of format
 - value commensurate with cost and/or need
 - availability of resource
 - duplicity of resource
- 2.1.7 Periodicals and databases will be selected according to the following criteria:
- contribution the subject matter makes to the curriculum
 - relevance to the library's mission
 - current information provision in the various fields of study
 - provision of information not available in any other format
 - currency of scholarship provision for the faculty in various fields of study
 - provision of current news items, religious current events and cultural exposure
 - favorable recommendations based on preview and examination by professional personnel

- number of serials currently in that field
- accuracy and objectivity of the serial
- availability of the serial through a database
- value commensurate with cost and/or need
- duplicity of resources

2.1.8 If relevant periodicals or databases are available through cooperative library arrangements, the library will designate budget to other needed resources.

2.1.9 The following designations are used to describe the levels at which the library collects materials in subjects related to the programs that comprise the Penn View Bible Institute's curriculum:

Out of Scope (0): The library does not intentionally collect in this subject.

Minimal level (1): A subject area in which few selections are made beyond very basic works. A very limited collection of materials, including monographs and reference works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected. A collection at this level should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn. Classic or standard retrospective materials may be retained.

Basic information level (2): A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It includes a limited collection of monographs and reference works. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major or representative general periodicals. It includes defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc. The collection is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained. This level supports the needs of general library users through the first two years of college instruction.

Study or instructional support level (3): A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes an extensive collection of general monographs and reference works and selected specialized general monographs and reference work; an extensive collection of general periodicals and a representative collection of specialized periodicals; limited collections of appropriate foreign language materials-- e.g., foreign language learning materials for non-native speakers or foreign language materials about a topic such as German history in German; extensive collections of the works of better-known authors and selections from the works of lesser-known authors;

and defined access to an extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained, including significant numbers of classic retrospective materials.

Research level (4): A collection that includes a very extensive collection of general and specialized monographs and reference works; a very extensive collection of general and specialized periodicals; extensive collections of appropriate foreign language materials; extensive collections of the works of well-known authors as well as other important but lesser-known authors; defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc. A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

Comprehensive level (5): A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. A comprehensive level collection may serve as a national or international resource. Older material is retained for historical research with active preservation efforts.

2.2.0 Donation Policies

- 2.2.1 Once a donation is accepted, it becomes the sole property of the Penn View Bible Institute library.
- 2.2.2 The library reserves the right to decide on the distribution of all gifts received.

- 2.2.3 Donations are screened for acceptance using the same selection criteria used to evaluate materials for purchase.
- 2.2.4 Donated items are withdrawn using the same criteria used to withdraw purchased materials.
- 2.2.5 The library cannot accept donations of materials with special restrictions.
- 2.2.6 Due to IRS regulations, it is the responsibility of the donor to ascertain the value of donated goods.

2.3.0 Collection Maintenance Policies

- 2.3.1 Library resources will be weeded based on the following criteria:
 - library possesses a later edition or superior revision
 - outdated material
 - relevancy to present curriculum
 - duplicity of resource
 - beyond repair
 - circulation history
 - availability of superior format
- 2.3.2 Replacement of lost or damaged resources is not always automatic. Weeding criteria will be reviewed to determine replacement.
- 2.3.3 The library will make available resource reconsideration forms that must be filled out and signed by the submitter to receive consideration.

3.0 Circulation

3.0 Policies: Library Committee approved May 10, 2012; Faculty approved May 14, 2012

3.1.0 General Collection Circulation Policies

- 3.1.1 General collection resources may be checked out for a two-week time period.
- 3.1.2 General collection resources may be renewed as long as no hold has been placed on the resource.
- 3.1.3 An overdue fine of fifteen cents per day will be assessed to general collection resources.

3.2.0 Reference Collection Circulation Policies

- 3.2.1 Reference collection resources are only available for use inside the library commons and may not be checked out by any library patron.

3.3.0 Reserve Collection Circulation Policies

- 3.3.1 Reserve collection resources may be checked out for twenty-four hours, unless otherwise indicated by faculty.
- 3.3.2 Reserve collection resources may be renewed as long as no hold has been placed on the resource.
- 3.3.3 An overdue fine of \$1.00 per hour will be assessed to reserve collection resources.

3.4.0 Archive Collection Circulation Policies

- 3.4.1 Archive collection resources are only available for use inside the library commons and may not be checked out by any library patron.

3.5.0 Periodical Collection Circulation Policies

- 3.5.1 Current issues of periodical resources may not be checked out by any library patron.
- 3.5.2 Back issues of periodical resources may be checked out for a two-week period.
- 3.5.3 An overdue fine of fifteen cents per day will be assessed to periodical resources.

3.6.0 Faculty Borrowing Privilege Policies

- 3.6.1 Faculty may borrow circulating resources for the length of a semester. At the end of that period resources need to be returned or renewed.

3.7.0 Staff Borrowing Privilege Policies

3.7.1 Staff may borrow resources according to published circulating policies.

3.8.0 Students Borrowing Privilege Policies

3.8.1 Students may borrow resources according to published circulating policies.

3.9.0 Community Borrowing Privilege Policies

3.9.1 Community patrons wishing to use the Penn View Bible Institute library may apply for an account and the Librarian or Associate Librarian will make the approval decision.

3.9.2 Community patrons may borrow resources from the general collection and must follow the circulating policies.

3.10.0 Fine Policies

3.10.1 Library patrons cannot borrow any library resources until all library fines are paid.

3.10.2 Fines for a library resource will not exceed \$15.00. At the point of reaching the fine limit, the resource may be considered lost and the patron will pay a replacement copy fee.

3.11.0 Hold Policies

3.11.1 Library patrons may put a hold on a library resource that is currently checked out.

3.11.2 A library resource cannot be renewed by the current borrower if a hold has been placed on the resource.

3.11.3 In the case of multiple holds on a resource, faculty has priority. Otherwise, priority is based on a first come basis.

3.12.0 Lost or Damaged Item Policies

3.12.1 Any library patron who loses or damages a book must pay a replacement fee before borrowing any further library resources.

4.0 Technical Services

4.0 Policies: Library Committee approved May 10, 2012; Faculty approved May 14, 2012

4.1.0 Acquisition Policies

- 4.1.1 All library acquisitions must be approved by the Librarian.
- 4.1.2 The Librarian will send acquisition requests to the Academic Dean for approval before submitting to the business office.
- 4.1.3 The library will keep adequate records of acquisitions and purchasing information.
- 4.1.4 The library will collaborate with the business office to maintain appropriate practices in library ordering and payment.

4.2.0 Cataloging Policies

- 4.2.1 The library will use appropriate and available local and national cataloging standards.
- 4.2.2 Library personnel will endeavor to enter or delete metadata and keep it up-to-date in a manner that provides adequate access to library resources.
- 4.2.3 The library will keep a record of cataloging decisions that apply specifically to the Penn View Bible Institute library.

4.3.0 Access Policies

- 4.3.1 Library personnel will be trained to process and maintain resources in such a way as to provide ease of access.
- 4.3.2 The library will process new resources in a timely manner.
- 4.3.3 The library will endeavor to provide adequate tools for patrons to access library resources.

4.4.0 Technology Policies

- 4.4.1 The library will collaborate with Information Technology personnel to provide adequate tools for ease of access for library personnel and patrons.

5.0 Reference Services

5.0 Policies: Library Committee approved May 10, 2012; Faculty approved May 14, 2012

5.1.0 General Reference Service Policies

- 5.1.1 The library will provide general reference services.
- 5.1.2 Professional staff will be available on site, through technological means, or by phone to provide reference service.
- 5.1.3 Paraprofessional staff will be trained to deal with a variety of reference questions.

5.2.0 Information Literacy Policies

- 5.2.1 The library in collaboration with faculty and administration will provide all students with opportunities to develop information skills that will prepare for life-long learning.

6.0 Preservation

6.0 Policies: Library Committee approved May 10, 2012; Faculty approved May 14, 2012

6.1.0 Resource Preservation Policies

- 6.1.1 Library personnel will be trained in handling and maintenance methods that will preserve library resources.
- 6.1.2 Library personnel will endeavor to train library patrons in methods that will preserve library resources.
- 6.1.3 The library will endeavor to maintain an environment that allows preservation of its resources.

6.2.0 Archival Policies

- 6.2.1 The library will collect and archive institutional resources.
- 6.2.2 The library will collect and archive denominational resources.
- 6.2.3 The library will collect and archive conservative holiness resources; including, but not limited to, independent churches, missions, bible colleges, and para-church organizations that are related to the conservative holiness movement.
- 6.2.4 As necessary, the Librarian will make decisions on archiving additional resources.
- 6.2.5 The library will maintain adequate practices for maintaining archived materials.
- 6.2.6 Library patrons will not have direct access to archival material.
- 6.2.7 Library patrons must follow stated archival handling practices to maintain their right to access.

6.3.0 Security Policies

- 6.3.1 The library will endeavor to maintain a secure environment that will prevent endangering of personnel as well as resources.

1.1.1 Staff needs are determined by two processes: evaluation and budget.

1. If by formal or informal evaluation the librarian decides that additional staff or staff hours are needed, she will give a request to the academic dean for consideration.
2. On approval by the academic dean, the librarian through the library budget input (see 4.1.4) or the academic dean will send a proposal to the budget committee for addition to staff or staff hours.

Note: Institutional procedures allow for a proposed amendment of the budget to the Board of Directors after a fiscal year budget approval.

Procedure last updated: June 22, 2012

1.1.2 The Librarian collaborates with the Academic Dean and the Work Program Director to meet library staff needs.

1. As needed, the Librarian works with the Academic Dean to seek approval for additional library worker hours. Special permission may be sought in the case of additional work load and/or a special project.
2. The library has permission to hire up to three or four student workers per semester with a combination of no more than forty hours per week. If additional students/hours are needed, the librarian needs to collaborate with the academic dean and work program director for approval to add workers/time.
3. If workers are needed for the upcoming semester, the library will inform the work program director and will post that there are open library positions for which students may apply.
4. Students who are interested in a library position may email the librarian requesting an application—librarian@pvbi.edu. In addition to submitting an application, students must also submit a copy of their class schedule and how many hours they need to fulfill their financial obligations with the institution (approved work scholarship hours).
5. If the work program director recognizes a likely candidate for the library, he may recommend that the student apply for a library position.
6. The librarian will interview candidates for open library positions. The students will be made aware of work expectations and will be screened for willingness to fulfill these expectations.
7. As the library job requires training of many details, students who are hired to work in the library will be expected to work the entire semester.
8. The librarian will collaborate with the work program director in making the decision of which students will be working in the library for the upcoming semester. This decision will be based on the submitted application, the library's need of work hours, student's financial need, and student qualifications that match library needs.
9. The librarian will compile a semester work schedule and submit it to the academic dean, work program director, associate librarian, as well as student workers.
10. If the student worker desires to be considered for library work for the next semester, they must submit to the librarian a copy of the next semester's class schedule and hours needed to fulfill financial obligations.
11. The librarian will complete a review of the student workers at the end of each semester for consideration as workers for the next semester.
12. If there are any continuous or unresolved problems over the semester, this is the time to review them with the student. If the student is unwilling to be mentored in the problem areas then he may be considered incompatible for the library position.
13. If the student is not compatible for the library position, the librarian will communicate the incompatibility of the student worker with the student and the work program director and will start the hiring process for a new worker.

Student library workers must be willing and able to:

- work the entire semester
- work throughout the semester the hours that they have agreed on with the librarian
- find a replacement library worker that is approved by library supervision if not able to work
- follow supervisor's directions
- follow directions that require multiple steps
- pay attention to detail
- learn needed computer skills necessary for the job
- learn reference and preservation skills needed
- develop appropriate social skills
- fulfill requested cleaning duties
- lift books and boxes of books
- uphold library policies
- follow work dress code — casual dressy
- be responsible for care of library keys — not losing them and not loaning them out without library supervisor approval

Procedure last updated: August 13, 2012—Received input from Dr. Tim Cooley, Rex McDowell, and Ruth Faul. Sent on June 22, 2012 for input from Steve Davis and Benjamin McDowell. Met with Benjamin McDowell on July 5, 2012.

1.2.2 The Librarian in collaboration with the Academic Dean determines library hours based on class schedules and assessment data.

1. The librarian will discuss any proposed library hour changes with the Academic Dean and will make changes with his approval.
2. The librarian will periodically assess the student body to determine library hour needs.
3. The librarian may propose library hour changes based on library use statistics (gate count).

Notes:

Current library hours:

Monday –Friday	8:00 a.m.-4:45 p.m.
Monday, Tuesday, and Thursday	7:30 p.m.-10:00 p.m.
Wednesday	9:00 p.m.-10:00 p.m.
Saturday	1:30 p.m.-4:30 p.m.

The library will close for chapel on Tuesday and Friday from 10:20 a.m. - 11:05 a.m.

The library will not close for lunch if a student worker can be found to cover for the associate librarian’s lunch period. If a worker cannot be found, the library will close from 12:00 p.m. -1:00 p.m. for lunch.

The library will close during campus events as approved by the librarian.

Library student workers will alternate covering of Saturday hours.

Gate count:

- Gate count is a record of each person that comes in to use the library.
- Gate count is recorded on the “Daily Recording Form.”
- Hash marks are used to keep count of each entry into the library during an hour period.
- C=College, H=High School, F/S=Faculty/Staff, CM=Community
- The library keeps a gate count for each day that the library is open.
- At the end of the month total each day and record on the monthly “Daily Recording” report form.

Procedure last updated: March 21, 2016

Penn View Bible Institute Daily Recording Form Date: _____						
Time	8:00-9:00	9:00-10:00	10:00-11:00	11:00-12:00	Totals	DAILY TOTALS
Gate Count	C	C	C	C	C	College
	H	H	H	H	H	High School
	F/S	F/S	F/S	F/S	F/S	Faculty/Staff
	CM	CM	CM	CM	CM	Community
Reference Transactions						
Referral to Librarian						
Time	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00	Totals	Security Staff
Gate Count	C	C	C	C	C	
	H	H	H	H	H	
	F/S	F/S	F/S	F/S	F/S	Community
	CM	CM	CM	CM	CM	
Reference Transactions						
Referral to Librarian						
Time	6:00-6:50	7:00-8:00	8:00-9:00	9:00-10:00	Totals	Reference Transactions
Gate Count	C	C	C	C	C	
	H	H	H	H	H	
	F/S	F/S	F/S	F/S	F/S	Referral to Librarian
	CM	CM	CM	CM	CM	
Reference Transactions						
Referral to Librarian						

1.3.1 The library systematically assesses the extent to which it is meeting its goals through a formal report as well as by using measures to evaluate its collection, policies, and procedures.

Penn View Bible Institute Library Assessment Instruments		
Type of Assessment	Assessment Cycle	Assessment Purpose
Library Satisfaction Survey	Spring semester of even year	To qualitatively assess the satisfaction of PVBI students and faculty in regards to the library environment and its services. LIBRARY GOALS 1,2,3,4,5
Yearly Library Report	Yearly	A report that is given to the Academic Dean and the Director of Institutional Effectiveness that details to what degree the library is fulfilling its goals. LIBRARY GOALS 1,2,3,4,5,6
Library Usage Reports/Assessments		
Gate Count	Yearly	A record of how many students, faculty and community come to the library daily. This assessment can be used to determine library hour and personnel needs as well as types of patron that are using the library.
Computer Use	Yearly	Used to monitor computer use and determine computer equipment needs. LIBRARY GOALS 3
Electronic Database Use	Yearly	Used to determine patron use of available electronic databases. LIBRARY GOAL 6
Circulation Statistics	Yearly	Used to determine how many and what types of resources are going out of as well as being used inside of the library. LIBRARY GOAL 2
State of Collection Reports/Assessments		
Total Titles	Yearly	To track growth of library resources. LIBRARY GOAL 1
Total Volumes	Yearly	To track growth of library

		resources. LIBRARY GOAL 1
Total Titles Added	Yearly	To track growth of library resources. LIBRARY GOAL 1
Total Volumes Added	Yearly	To track growth of library resources. LIBRARY GOAL 1
Total Titles by Classification	Yearly	To track growth of library resources as it relates to the curriculum. LIBRARY GOAL 1
Total Volumes by Classification	Yearly	To track growth of library resources as it relates to the curriculum. LIBRARY GOAL 1
Total Titles Added by Classification	Yearly	To track growth of library resources as it relates to the curriculum. LIBRARY GOAL 1
Total Volumes Added by Classification	Yearly	To track growth of library resources as it relates to the curriculum. LIBRARY GOAL 1
Special Collections	Yearly	To track growth of library resources. LIBRARY GOAL 1
Shelf List	Every 4 years or as needed	To assess the state of the collection and to update the accuracy of the library catalog. LIBRARY GOAL 5
Requisitions from Syllabi Bibliography	Yearly	To track growth of library resources and to track library and faculty collaboration in adding resources as relates to the curriculum. LIBRARY GOAL 1
Requisitions from Requests	Yearly	To track growth of library resources and to track the degree to which the library community contributes to library resource additions. LIBRARY GOAL 1

**Penn View Bible Institute
Daily Recording Form**

Date _____

Time	8:00-9:00	9:00-10:00	10:00-11:00	11:00-12:00	Totals	DAILY TOTALS
Gate Count	C	C	C	C	C	College
	H	H	H	H	H	
	F/S	F/S	F/S	F/S	F/S	High School
	CM	CM	CM	CM	CM	
Reference Transactions						
Referral to Librarian						
Time	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00	Totals	Faculty/Staff
Gate Count	C	C	C	C	C	Community
	H	H	H	H	H	
	F/S	F/S	F/S	F/S	F/S	Reference Transactions
	CM	CM	CM	CM	CM	
Reference Transactions						
Referral to Librarian						
Time	4:00-5:00	7:00-8:00	8:00-9:00	9:00-10:00	Totals	Referral to Librarian
Gate Count	C	C	C	C	C	Referral to Librarian
	H	H	H	H	H	
	F/S	F/S	F/S	F/S	F/S	
	CM	CM	CM	CM	CM	
Reference Transactions						
Referral to Librarian						

**Penn View Bible Institute
Daily Recording Form Totals**

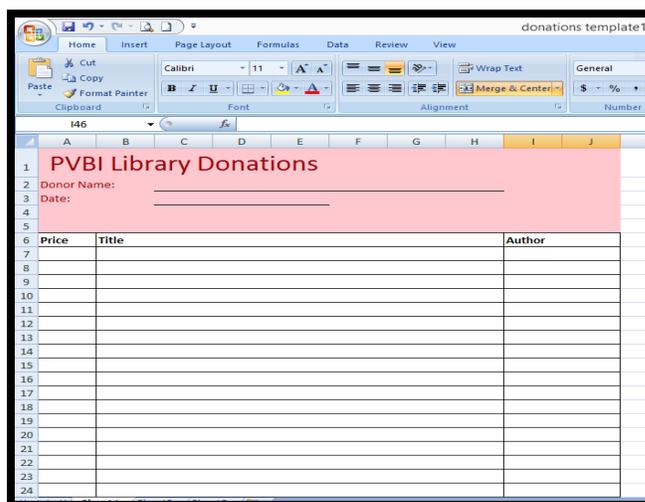
Month/Year _____

Gate Count	C	
	H	
	F/S	
	CM	
	Total	
Reference Transactions		
Referrals to Librarian		

- 2.2.1 Once a donation is accepted, it becomes the sole property of the Penn View Bible Institute library.
- 2.2.2 The library reserves the right to decide on the distribution of all gifts received.
- 2.2.5 The library cannot accept donations of materials with special restrictions.
- 2.2.6 Due to IRS regulations, it is the responsibility of the donor to ascertain the value of donated goods.

1. Send a thank you note to the donor.
2. **Label all boxes with the donor's name as soon as they arrive.**
3. Go through books and sort into boxes of "have" and "don't have."
 - If we have the book, check to see if the donated book is better than what we have.
 - If the donated book is better, label the book as a replacement.
 - The books that we are not going to keep can go to book sale.
 - If the book is morally inappropriate throw it away.
4. The librarian, Mrs. Shelenberger, will go through the books that we don't have and decide if we are going to keep them in the library.
 - Ask the librarian to build time into her schedule during campus visits to go through the don't have books.
5. Enter the books that we are going to keep into the library donation form.
 - Save document as donors name and date (e.g., Stetler Frances 2014-8-1).
 - If donor is unknown or doesn't want to be known, just name the document anonymous and add date (e.g., Anonymous 2014-8-1).

Document path: Dropbox → Library workers → Donations → donations template (Excel spreadsheet)



6. Give paperbacks a value of \$2.00 and Hardbacks \$4.00. **IRS laws prohibit the library and its employees from giving THE DONOR a monetary value on donated items.** The value on the donation form is for internal purposes only.
7. Staple together all donation forms as well as a copy of the thank you note together and file in the filing cabinet under folder named “Donations year” (e.g., Donations 2014).
8. Make a duplicate copy of forms and thank you note and give copy to the business office.
9. Continue processing the resources by following the book path outlined under procedure 4.2.2.

Procedure last updated: March 2015

2.2.3 Donations are screened for acceptance using the same selection criteria used to evaluate materials for purchase.

1. Go through books and sort into boxes of “have” and “don’t have.”
 - If we have the book, check to see if the donated book is better than what we have.
 - If the donated book is better, label the book as a replacement.
 - The books that we are not going to keep can go to book sale.
 - If the book is morally inappropriate throw it away.
2. The librarian, Mrs. Shelenberger, will go through the books that we don’t have and decide if we are going to keep them in the library.
 - Ask the librarian to build time into her schedule during campus visits to go through the don’t have books.
3. The librarian will sort through “don’t have” donation and keep books according to the following selection criteria (Policy 2.1.6):
 - contribution the subject matter makes to the curriculum
 - relevance to the library’s mission
 - favorable recommendations based on preview and examination of materials by professional personnel
 - reputation and significance of the author, producer, and publisher
 - currency of material
 - high degree of potential user appeal
 - quality and variety of format
 - value commensurate with cost and/or need
 - availability of resource
 - duplicity of resource
4. Periodicals and databases will be selected according to the following criteria (policy 2.1.7):
 - contribution the subject matter makes to the curriculum
 - relevance to the library’s mission
 - current information provision in the various fields of study
 - provision of information not available in any other format
 - currency of scholarship provision for the faculty in various fields of study
 - provision of current news items, religious current events and cultural exposure
 - favorable recommendations based on preview and examination by professional personnel
 - number of serials currently in that field
 - accuracy and objectivity of the serial
 - availability of the serial through a database
 - value commensurate with cost and/or need
 - duplicity of resources

Procedure last updated: March 2015

2.2.4 Donated items are withdrawn using the same criteria used to withdraw purchased materials.

1. Go through books and sort into boxes of “have” and “don’t have.”
 - If we have the book, check to see if the donated book is better than what we have.
 - If the donated book is better, label the book as a replacement.
 - The books that we are not going to keep can go to book sale.
 - If the book is morally inappropriate throw it away.
2. Library resources will be weeded based on the following criteria (policy 2.3.1):
 - library possesses a later edition or superior revision
 - outdated material
 - relevancy to present curriculum
 - duplicity of resource
 - beyond repair
 - circulation history
 - availability of superior format

Procedure last updated: March 2015

2.3.1 Library resources will be weeded based on the following criteria:

- **library possesses a later edition or superior revision**
- **outdated material**
- **relevancy to present curriculum**
- **duplicity of resource**
- **beyond repair**
- **circulation history**
- **availability of superior format**

Weeding Procedures:

1. The librarian will make weeding decisions based on the above criteria:
2. Other library staff, institute personnel, and library patrons may make withdraw recommendations to the librarian by filling out the resource reconsideration form.
3. The librarian may consult affected faculty when making a weeding decision.
4. When an item is weeded, the first step is to enter the item information in the "Withdraws" spreadsheet (librarian/assistant librarian shared folder → "Withdrawn" folder → "withdraws" Excel spreadsheet). Enter the following information:
 - date withdrawn
 - title
 - call number
 - publisher
 - date
 - reason for withdraw
5. Stamp withdrawn beside all instances of the PVBI Library stamp (title page, page 25, inside back cover).
6. Remove the book from the library cataloging system (Remove from all of the following places that are relevant: card catalog, shelf list catalog, library database, CampusSIS.)
7. Mark through the barcode with a black marker
8. Dispose of the withdrawn item. If it is appropriate, box for addition to library sale items.

Procedure last updated: March 2015

Book Sale Procedures:

1. Choose a sale date
 - Do not have the sale for longer than two days — experience has shown that the most sales come from the first two days of a sale.
2. Create a flyer to advertise sale
 - Include the following information: days, dates, times, "only cash accepted" and "no early sales."
3. Price books

2.3.2 Replacement of lost or damaged resources is not always automatic. Weeding criteria will be reviewed to determine replacement.

- The library patron is responsible for paying replacement fees for any lost or damaged resource they borrowed.
- The librarian will determine whether the lost or damaged item will be replaced based on selection criteria (Policy 2.1.6).

Procedure last updated: March 2015

2.3.3 The library will make available resource reconsideration forms that must be filled out and signed by the submitter to receive consideration.

- If a patron has a concern about a library resource the library worker should give them a resource reconsideration form.
- The patron must COMPLETELY fill out the resource reconsideration form below for the librarian to consider the concern.
- The library worker must then submit this form to the librarian for consideration.

Penn View Bible Institute Library

Date: _____

If you have found library resources about which you have concerns, please fill out this form COMPLETELY to assure consideration by the library staff.

MATERIAL FOR CONSIDERATION

Author/Producer: _____ Publisher: _____

Title: _____

Dewey Number: _____ Date/Edition: _____

Type of material:

Book Magazine/Newspaper DVD/CD/Cassette

Other: _____

How much of the work did you read or view? All Portion

Please describe your concerns regarding this material:

|

What specific pages/sections illustrate your concerns:

CONTACT INFORMATION

Name: _____

Telephone: _____

Faculty Staff Student Other: _____

LIBRARY RESPONSE

- When a request is submitted, the librarian will take one of the following actions: removal of the resource if inappropriate, addition of a resource to balance the collection by providing alternative views, or no action at all.

Procedure last updated: March 2015

4.1.1 All library acquisitions must be approved by the Librarian.

1. All acquisition requests must be referred to the librarian.
2. The librarian will approve the requests based on the selection criteria and library budget.
3. The librarian will place the requests on an acquisition list and purchase according to need priority.
4. All library purchase requisitions that end up in the academic dean's office for approval and submission to the business office should originate from the librarian.

Procedure last updated: June 8, 2012—Received input from Dr. Tim Cooley, Rex McDowell and Ruth Faul.

4.1.3 The library will keep adequate records of acquisitions and purchasing information.

1. The library staff will keep a manila folder titled “Standing Orders.”
2. When a requisition is submitted to the academic dean, a copy will be sent by the librarian to the associate librarian to be placed in the “Standing Orders” folder.
3. When a Purchase Order approval copy is sent to the library, it will be stapled behind the correlating Purchase Requisition.
4. If an order confirmation/receipt is sent, this will be stapled to the requisition paperwork.
5. When the order is received, the packing slip will be stapled to the requisition paperwork.
6. The library staff must check the order and with a red pen write the received date beside each line item on the requisition. If an item was canceled, write canceled beside that item.
7. When the order is completed, the order paperwork should be filed in the appropriate file.
8. Files should be created according to the following categories:
 - Books—“Requisitions-Books-Current Fiscal Year” (example: Requisitions-Books-2012-2013)
 - Periodicals—“Requisitions-Periodicals-Current Fiscal Year” (example: Requisitions-Periodicals-2012-2013)
 - Supplies—“Requisitions-Supplies-Current Fiscal Year” (example: Requisitions-Supplies-2012-2013)

Procedure last updated: June 20, 2012—Received input from Dr. Tim Cooley, Rex McDowell and Ruth Faul.

4.1.4 The library will collaborate with the business office to maintain appropriate practices in library ordering and payment.

Library Ordering and Payment Procedure:

1. The business office will provide the librarian with an institution credit card that may be used for approved online purchases.
2. When the business office approves a requisition, they will put a copy of the purchase order, including a purchase order number, in the library mailbox. They will also email a copy to the librarian.
3. If the requisition is a subscription, the business office will send it to the subscription company. Library staff should put a need date ahead of the subscription end date so that the subscription does not lapse before renewal.
4. The librarian will place the order with the institution credit card when she receives a copy of the approved purchase order with a PO number.
5. When the librarian places an order, she will send a copy of the order confirmation to the business office—send to Roxanne Shiery (roxanne.shiery@pvbi.edu).

Procedure last updated: December 5, 2012—Received input from Dr. Tim Cooley, Rex McDowell, Ruth Faul and Roxanne Sheirry. Sent request for input to the president, Alice Freer, Roxanne Shiery, and Mary Rine on June 20, 2012.

Library Budget Input Procedure:

1. When developing the institutional budget for the upcoming fiscal year, the business office will send a detailed library budget breakdown to the librarian for review. This breakdown will include the budgeted amount as well as current expenditure amount.
2. The librarian and associate librarian in collaboration with the academic dean will review the current library needs and will develop a budget proposal for the upcoming fiscal year that will be submitted to the business office for consideration.
3. This procedure will begin with the 2013-2014 proposed budget.

Procedure last updated: June 11, 2012—Received input from Dr. Tim Cooley, Rex McDowell, Ruth Faul and Roxanne Shiery. Sent request for input to the president, Alice Freer, Roxanne Shiery, and Mary Rine on June 20, 2012.

4.2.1 The library will use appropriate and available local and national cataloging standards.

The Penn View Library is currently using the following standards for cataloging:

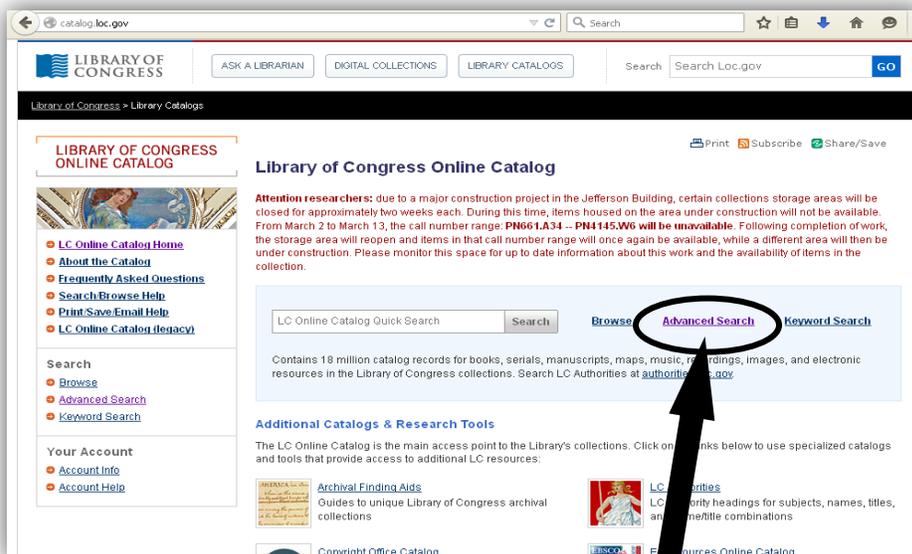
- Dewey Decimal Classification 22
- AACR2
- Library of Congress Subject Headings
- Cutter **Name version**

Procedure last updated: March 2015

6. Give paperbacks a value of \$2.00 and Hardbacks \$4.00. **IRS laws prohibit the library and its employees from giving THE DONOR a monetary value on donated items.** The value on the donation form is for internal purposes only.
7. Staple together all donation forms as well as a copy of the thank you note together and file in the filing cabinet under folder named "Donations year" (e.g., Donations 2014).
8. Make a duplicate copy of forms and thank you note and give copy to the business office.
9. For books that the librarian has instructed the library to keep, download record from Library of Congress into CampusSIS if possible. The record does not need to be an exact copy; details such as publisher, date, etc. can be changed to match Penn View's copy.
 - a. If no record for item is available in Library of Congress, than the cover, spine, title page, title verso, table of contents need to be scanned and saved in appropriate shared folder for the librarian to enter cataloging information into CampusSIS. Save in: Dropbox → Library workers → Cataloging → put in OPAC.

Instructions for downloading record for Library of Congress into CampusSIS:

1. Go to LOC home page (catalog.loc.gov)



2. Click advanced search

3. Enter enough information to limit your search and click search – normally last name of author and a few key words from the title.

Advanced Search

Search

frank slaughter all of these within Keyword Anywhere (GKEY)

AND OR NOT

mapmaker all of these within Keyword Anywhere (GKEY)

AND OR NOT

all of these within Keyword Anywhere (GKEY)

[Remove Limits](#)

4. When the correct record is found, highlight and copy LCCN (double clicking on the number is a good way to highlight as this will eliminate extra spaces)

The mapmaker; a novel of the days of Prince Henry, the Navigator.

< 1 of 1 >

 BOOK

[Request this Item](#)
[Print Record](#)
[Save Record](#)
[Email Record](#)
[Cite Record](#)
[Find It!](#)

Permalink:
<http://lccn.loc.gov/57012475>

XML Formats:
[MARCXML Record](#)
[MODS Record](#)

Full Record [MARC Tags](#) [Where to Request](#)

Personal name [Slaughter, Frank G. \(Frank Gill\), 1908-2001.](#)

Main title The [mapmaker](#); a novel of the days of Prince Henry, the Navigator.

Edition [1st ed.]

Published/Created Garden City, N.Y. Doubleday, 1957.

Description
320 p. 22 cm.

LC classification (full)
[PZ3.S63165 Mar PS3537.L38](#)

LC classification (partial)
[PZ3.S63165 PS3537.L38](#)

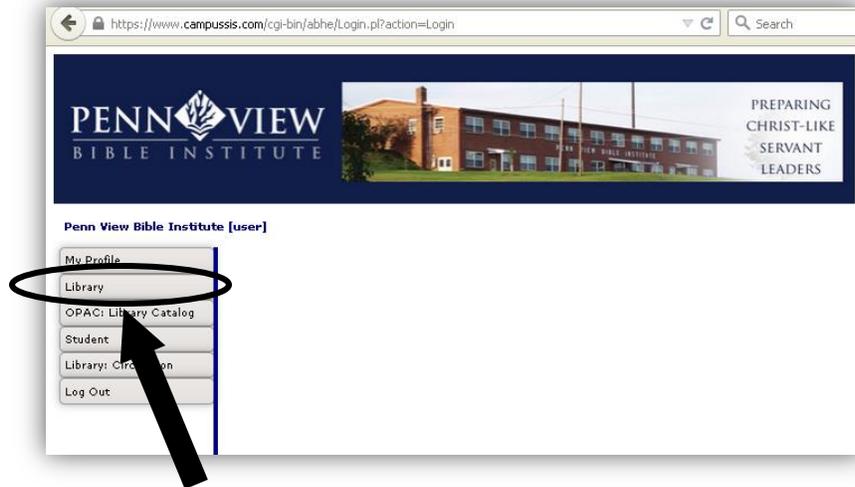
Subjects
[Blanco, Andrea--Fiction.](#)
[Henry, Infante of Portugal, 1394-1460--Fiction.](#)
[Cartographers--Fiction.](#)

Form/Genre
[Biographical fiction.](#)

LCCN
57012475

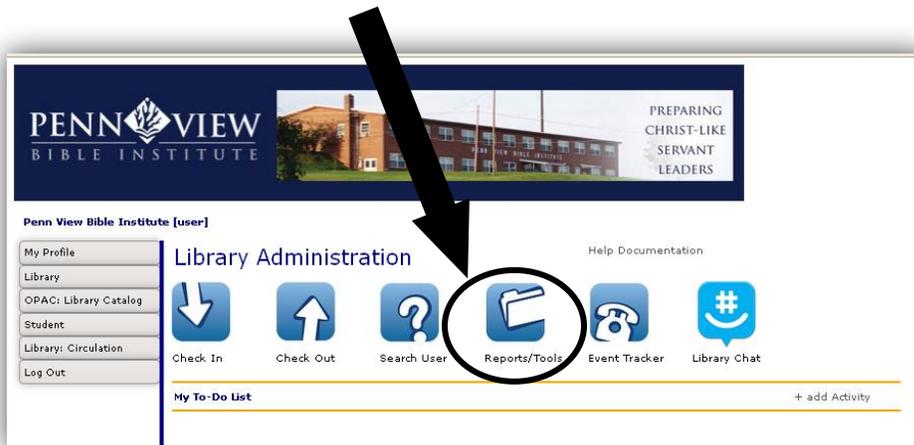
Other system no.
(OCoLC)1005708

5. Go to CampusSIS (pennview.campussis.com)

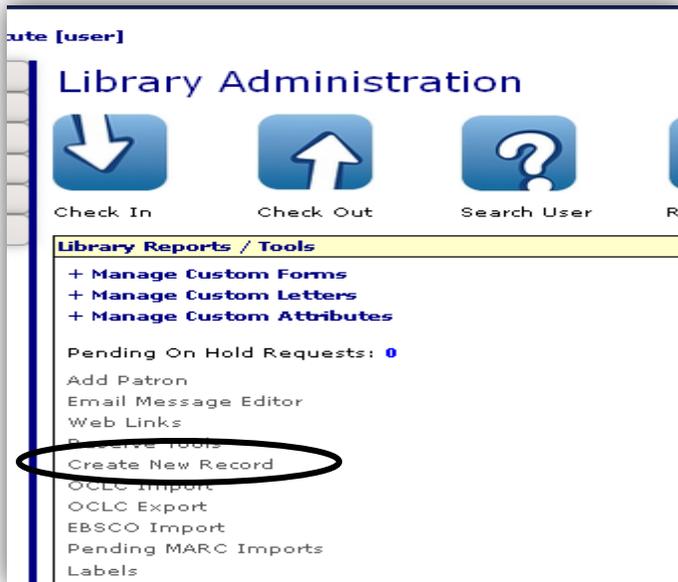


6. Click on library module

7. Click on reports and tools icon



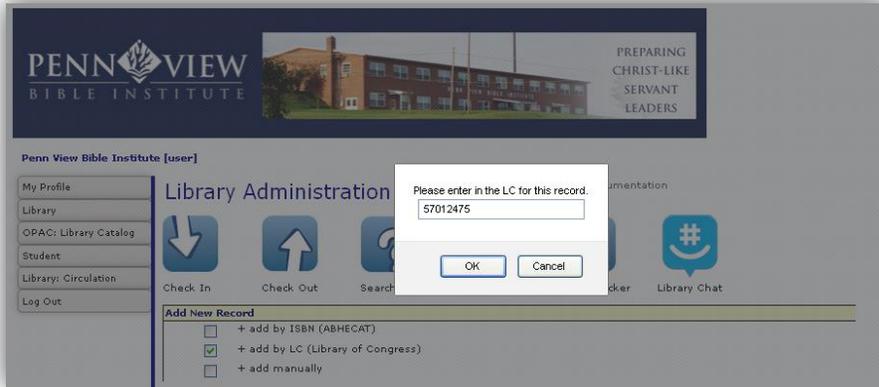
8. Click on create new record



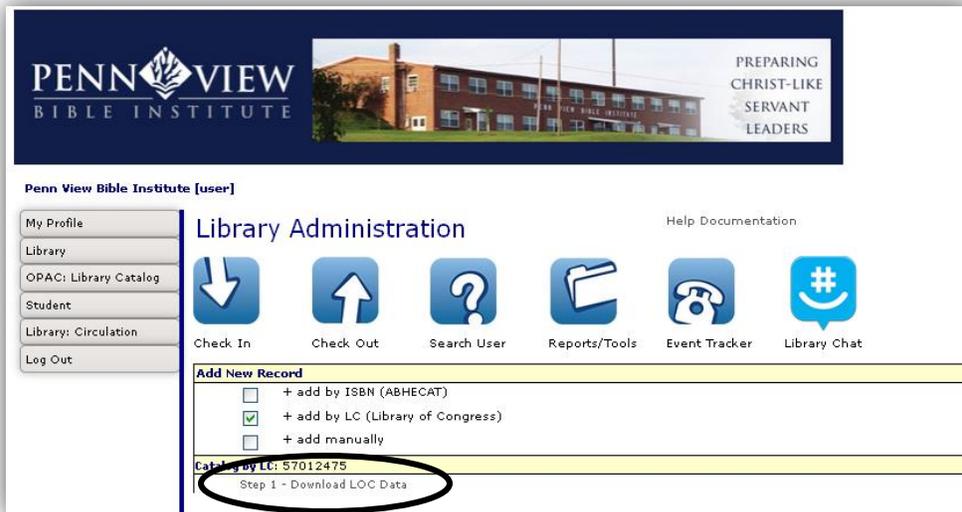
9. Check box "add by LOC"



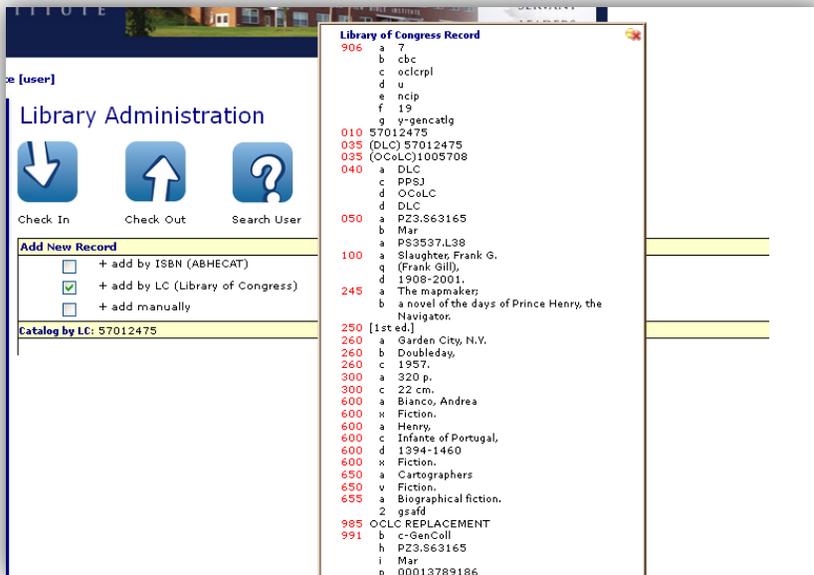
10. Paste LCCN number in CampusSIS and click OK



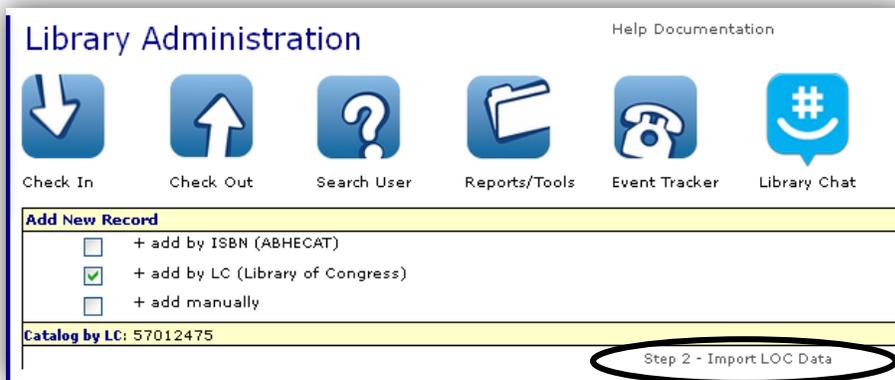
11. Click "step 1 – download LOC data"



12. A text box showing the record of the downloaded resource will appear--confirm that it is the correct record and close box.



13. Click “step 2 – import LOC data”



10. If the book is paper back or has a dust jacket than it needs to be covered for preservation of resource; see covering procedure.
11. Identify book as a Penn View Library book. Stamp with Penn View Library stamp on top or bottom of title page, top or bottom inside back cover, top or bottom of page 25. **Do not stamp on top of any book information.**
12. Place “date due” slip inside back cover. Pertinent book information should not be covered, find an alternate place that does not cover pertinent information if necessary: first preference, in the back of the book; second, inside the front of the book.

13. The assistant librarian will place a book barcode on item. Barcode goes on the back of the book at the top right.
14. The librarian will review and complete cataloging data in CampusSIS.
15. The librarian will assign a Dewey and Cutter number.
16. The assistant librarian will right the Dewey and Cutter number with pencil on the title page.
17. The assistant librarian will place a barcode on the back of the book at the top, right hand corner.
18. The assistant librarian will ensure that the barcode is entered into CampusSIS.

Instructions for entering barcodes:

1. Search for book

Online Catalog Search

Title	<input checked="" type="checkbox"/> Search books with Title
Author	<input type="checkbox"/> Search books with Author
Subject	<input type="checkbox"/> Search books with Subject
ISBN	<input type="checkbox"/> Search books with ISBN
Dewey	<input type="checkbox"/> Search books with Dewey
Barcode	<input type="checkbox"/> Search for Barcode

Find Results

with all of the words	greek-english new testament
with the exact phrase	
with at least one of the words	
without the words	

2. When correct book is found click edit

<input type="checkbox"/>	Greek-English concordance to the New Testament: (edit) (delete)			225.2 -
<input type="checkbox"/>	Greek-English concordance to the New Testament: (edit) (delete)			225.2 -
<input type="checkbox"/>	Greek-English Lexicon of the New Testament (edit) (delete)			R 487.4 T337g
<input type="checkbox"/>	Greek-English lexicon of the New Testament : (edit) (delete)			487/.4 -
<input type="checkbox"/>	The Greek-English concordance to the New Testament (edit) (delete)			225.48 K824g
<input type="checkbox"/>	The Greek-English New Testament : (edit) (delete)			225.4/8 -

10 records found.

3. Dialog box will appear

without the words

Search Results

OPAC Search Fields

245 Title The Greek-English New Testament :
100 Author - +add Subject

Spine Labeling

LCCN BS1965 1975
Dewey 225.4/8
Cutter -

Import Record

LC 75004148 + LC Search
ABHECAT - + ISBN Search

Barcode Data +add Barcode

+ Manual Edit + Binary View

4. Click add barcode

5. Select classification type

OPAC Search Fields

245 Title The Greek-English New Testament :
100 Author - +add Subject

Spine Labeling

LCCN BS1965 1975
Dewey 225.4/8
Cutter -

Import Record

LC 75004148 + LC Search
ABHECAT - + ISBN Search

Barcode Data +add Barcode

Add New Barcode

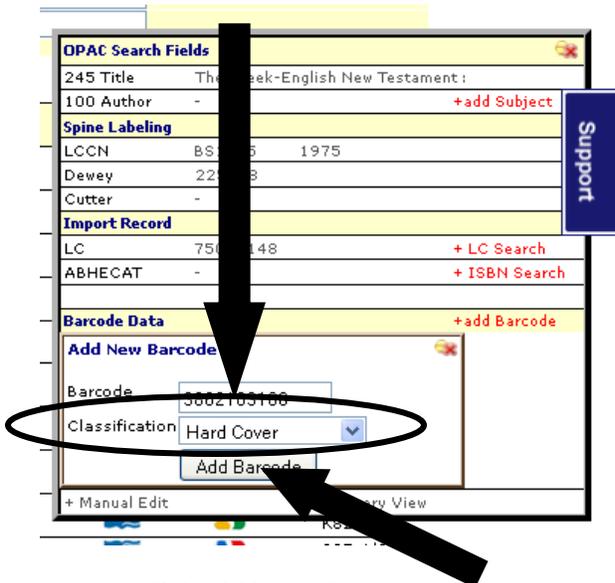
Barcode

Classification Hard Cover

+ Manual Edit + Binary View

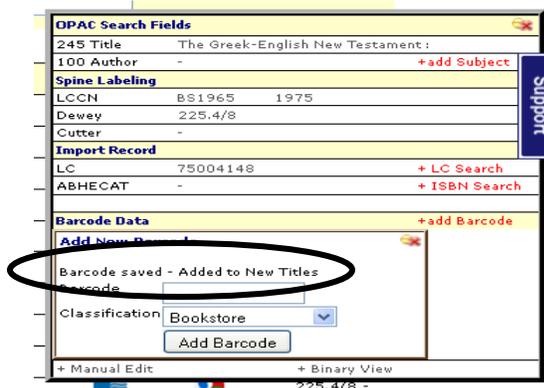
K824g

6. Click cursor in barcode field and scan barcode



7. Click add barcode

8. CampusSIS will say “Barcode saved - Added to New Titles” when barcode is successfully added



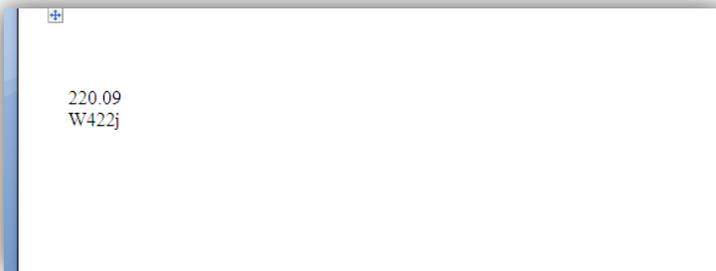
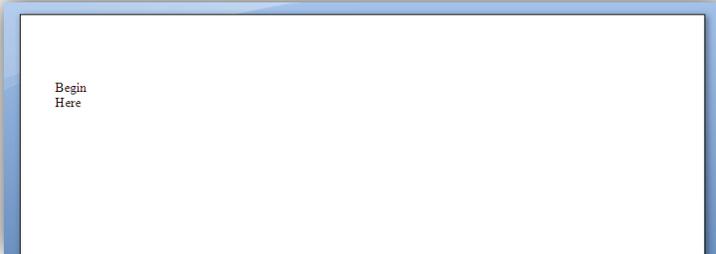
Enter information in the “books barcoded” spreadsheet (make sure you enter “yes” under the column “donation”) this is in Dropbox → Library Workers → Cataloging → Barcoded → “Books Barcoded”

19. The assistant librarian will print a label for the book and place it on the spine at one inch from the bottom of the spine (In the middle, if the spine is wider than the label. Starting at the left of the spine, if the spine is smaller than the label. On the front of the book, on the left hand side starting at the spine, if the book has a spiral spine.).

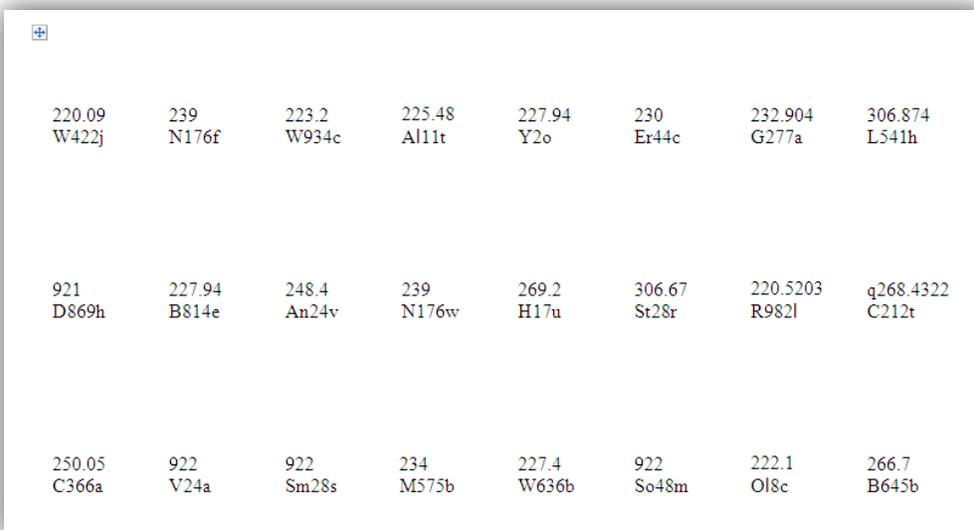
Instructions for creating spine labels:

1. Select the books that need labels printed; these can be found in the “put barcodes on these” folder: Dropbox → library workers → cataloging → put barcodes on these

2. Make certain that the call number on the title page matches the one in CampusSIS (If it does not, with pencil rewrite the call number in the book so that it agrees with the one in CampusSIS.)
3. Open spine label document in Cataloging folder: Dropbox → library workers → Cataloging
4. Begin typing on the label that says “begin here”

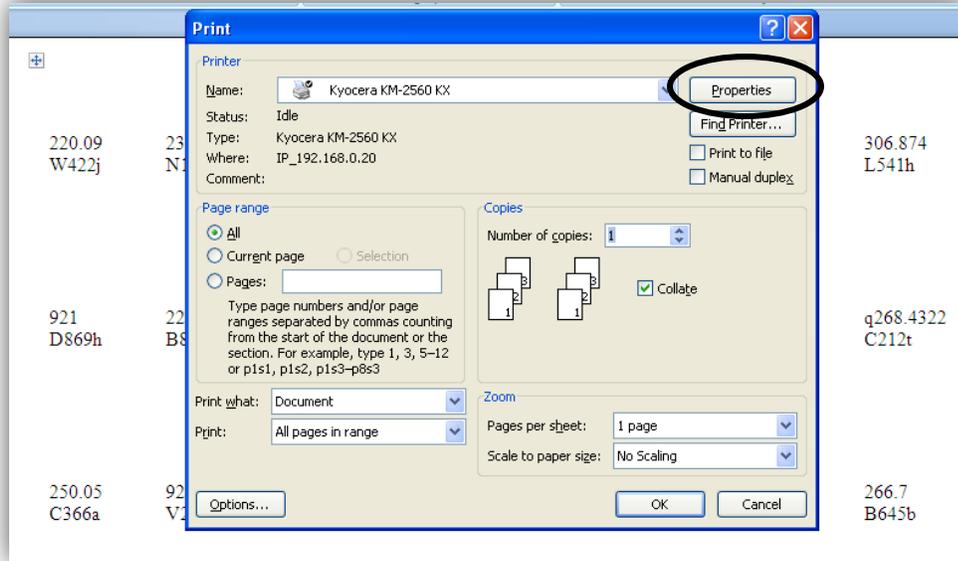


5. When all books are entered it should look similar to this example.

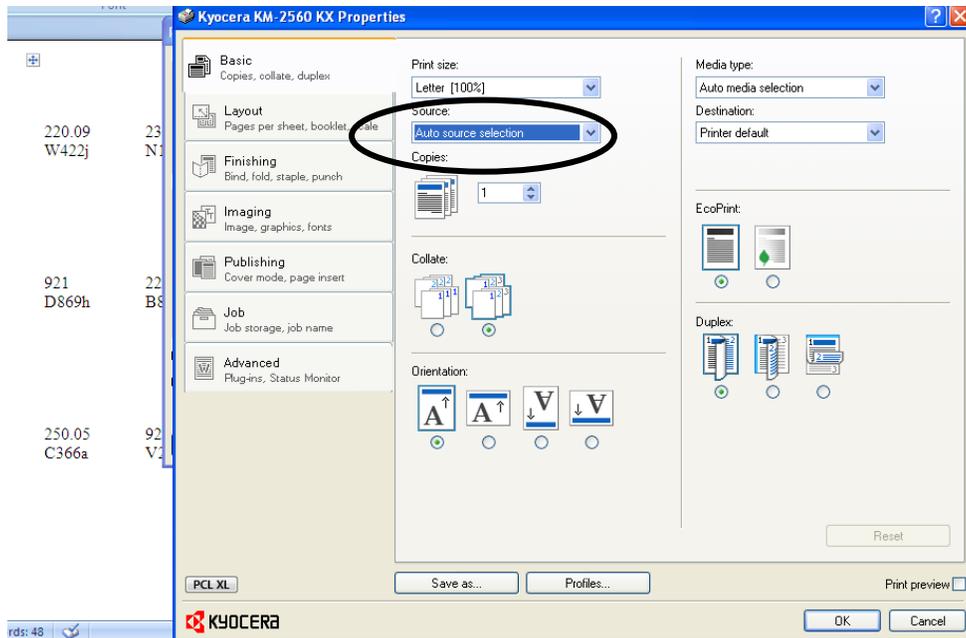


6. Prepare the labels for printing

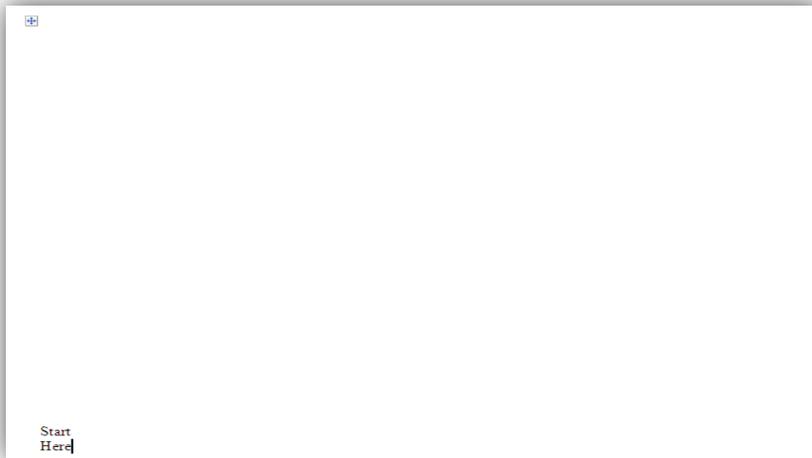
- a. When printing, print using the multipurpose tray
- b. Click properties



c. Change auto source detection to "mp tray"



- d. **Print a preview sheet on a plain piece of paper to make sure the print is aligned correctly**
 - e. **If everything is aligned correctly print on a sheet of labels**
 - f. **If the columns do not align correctly adjust them and print another preview sheet**
7. **After placing the labels on the books, delete the label information from the document and type “start here” on the first unused label on the list.**



Tips for printing labels

1. **Use 12 point font Times New Roman for everything except lower case L's .**
 2. **When using lower case L's, use 12 point font Albertus Medium.**
 3. **There are eight labels in a row, when selecting books it is best to work in multiples of eight.**
20. Cover label with color coding transparent tape if necessary:
- reference—red
 - fiction—blue
 - biography/autobiography—yellow
21. Cover spine label and transparent tape, if applied as according to step 19, with 1 ½ inch Flex-Armor book tape.

Procedure last updated: March 2015

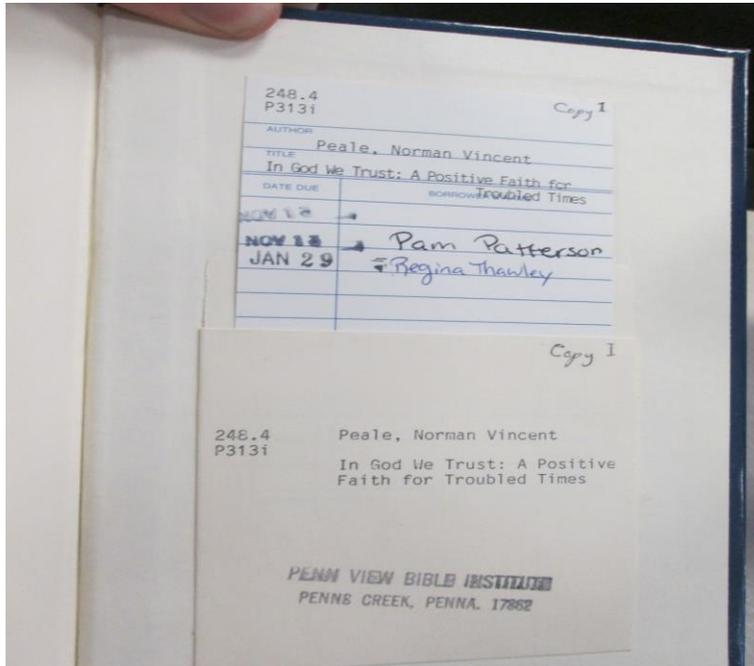
4.3.1 Library personnel will be trained to process and maintain resources in such a way as to provide ease of access.

See procedure under 4.2.2 for book path procedure.

Checking Out

Books

1. Remove borrower's card from pocket in the back of the book



2. Give borrower's card to patron to sign on the next available line
3. Stamp date due slip (also in the back of the book) with appropriate due date
4. Give patron the book(s) and verbally tell them when the book(s) are due

5. Take borrower's card and stamp it with the same date as that stamped date due slip

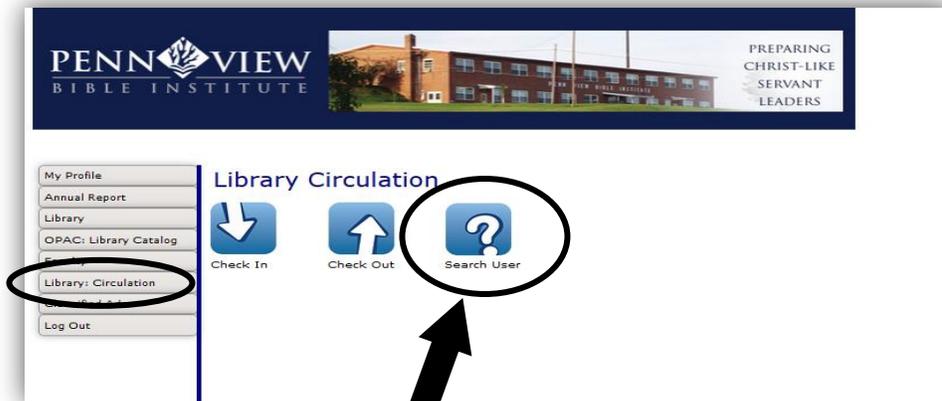


6. Place borrower's card in corresponding slot in the charging tray (cards are filed by date and then alphabetically by last name of author)



Through CampusSIS

1. Look up patron in CampusSIS
2. Go to "Library: Circulation" module

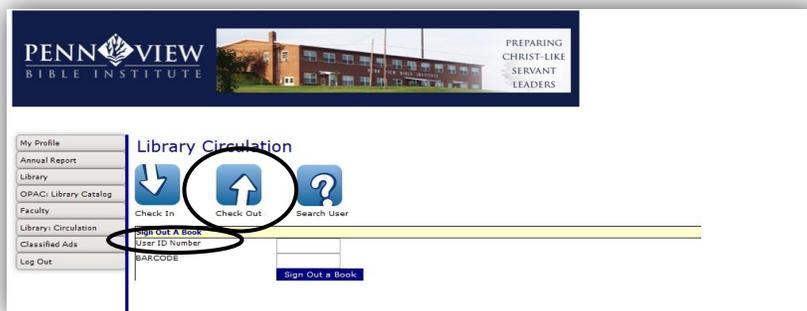


3. Click on "search user"

4. Type last or first name whichever is less common (use "Boolean search" on the right side of the screen if needed)



5. Once located copy patron identification number
6. Click on check out and enter patron identification number in the "user ID number"



7. Scan barcode or type in manually

Sign Out A Book
Onloan Report for [1758] Michael Wilson

Title	Barcode	User Name	Due Date
0 records found.			
Michael Wilson Book Fees + view			
User ID Number	1758		
BARCODE		Sign Out	

The Book **Faith & reason** : by Nash, Ronald H. has been signed out.
The Book is due back by July 25 2015

8. Stamp date due slip with the date calculated by the computer and tell the patron the due date.

Checking In

Book

1. Look at the date due slip of the returned book
2. Go to that date in the charging tray
 - a. Cards are filed by date and then alphabetically by last name of author
 - b. Look for the last name of the author
 - c. If the card cannot be found look in the overdue section located at the back of the left side of the charging tray
 - d. If the card is still not found try looking approximately two weeks after the original date
3. When the card is found pull the card and place it in the pocket in the back of the book
4. Place book on cart to be reshelved. If it is a reserve book, place it on the reserve shelf.

In-house books

1. Collect any random unattended books from the library premises as well as books on the book cart.



2. Record all in-house book usage on the circulation reporting form
3. Reshelf books

In-house periodicals

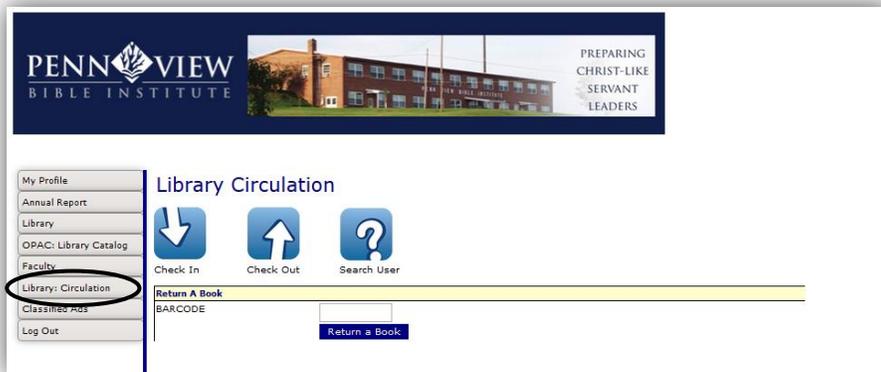
1. Collect any random unattended periodicals from the library premises as well as any periodicals from the periodical return basket



2. Record all in-house periodical usage on the circulation reporting form
3. Reshelf periodicals

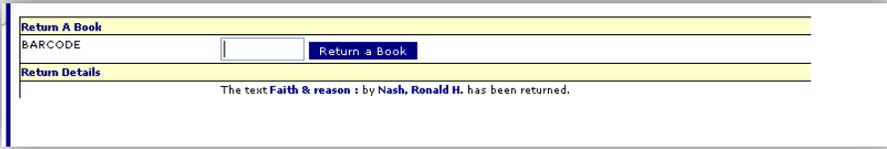
Through CampusSIS

1. Go to the "library: circulation" module in CampusSIS and click on "check in"



2. Scan or type in barcode

3. CampusSIS will show a message indicating that the book has been returned



The screenshot shows a web interface for returning a book. It features a yellow header bar with the text "Return A Book". Below this is a form with a "BARCODE" label and an input field. To the right of the input field is a blue button labeled "Return a Book". Below the form is another yellow header bar with the text "Return Details". Underneath, a message states: "The text Faith & reason : by Nash, Ronald H. has been returned."

4. Reshelf book

5.1.1 The library will provide general reference services.

Reference services available:

- Professionally trained librarian
- Paraprofessionals trained through PVBI Reference Training Program
- “Ask Here PA” through Snyder County Library account

Procedure last updated: March 2015

Develop reference information on a library web page.

5.1.2 Professional staff will be available on site, through technological means, or by phone to provide reference service.

The librarian has reference training through her M.L.I.S degree. All library workers who have not received library reference training will go through the Penn View Library Reference Training Program as presented under policy 5.1.3.

The following contact information is available to all library workers through the Library Worker Training Manual. All library workers are to maintain a Skype account and are to be signed in while on duty so that they may communicate with the librarian as needed. The librarian stays signed into Skype at all times so that she may be available to library workers. Other means of communication are made available for the librarian if library workers need a more immediate means of contacting the librarian.

Librarian—**Angela Shelenberger** (email and Skype top preference of contact)

Home phone: 724.656.6865

Cell phone: 724.498.6656 (use very infrequently)

Email: librarian@pvbi.edu

Skype: academiclibrarian

Assistant Librarian—**Michael Wilson** (Email and cell phone top preference of contact)

Home phone: 814-349-4419 (Try if unable to reach through cell phone, especially on weekends)

Cell phone: 814.880.0521

Email: library@pvbi.edu

Skype: michael.wilson792

Procedure last updated: March 2015

5.1.3 Paraprofessional staff will be trained to deal with a variety of reference questions.

PVBI Reference Training Program:

The following Approachability, Interest, Listening and Inquiring, Searching and Follow Up sections are based on the “Guidelines for Behavioral Performance of Reference and Information Service Providers” by Reference and User Services Association, a division of the American Library Association.

Approachability

- Be in a visible location that makes patrons comfortable to come ask questions.
- Stop all other activities, acknowledge patron with a friendly greeting, make eye contact, and use welcoming body language when a patron approaches to ask a question.
- Ask “How may I help you?”
- Occasionally browse library to determine if any patrons need help—offer assistance using lines such as:
 - Are you finding what you need?
 - Can I help you with anything?
 - How is your search going?
- Help patron start the initial steps of their search, then move on to other patrons offering to provide more assistance if needed.
- Check back on patron’s progress.

Interest

- As a library worker you need to be committed to providing the most effective assistance despite your interest level in the patron’s informational need.
- Show interest by giving complete attention, facing the patron and maintaining eye contact throughout the reference transaction.
- Signal an understanding of the patron’s needs through verbal and non-verbal confirmation, such as nodding of the head, offering brief explanations, or asking additional questions to better understand the patron’s query.

Listening and Inquiring

- The listening and inquiring stage is critical to the success of the reference transaction. This stage is called the reference interview.
- The library worker should put the patron at ease by communicating in a receptive, cordial, and supportive manner.
- Don’t interrupt! Allow the patron to fully state their need in their own words before responding.

- ☑ Confirm that you have understood the patron's need by rephrasing the question or request.
- ☑ Use open-ended questions to encourage the patron to expand on the request or present additional information. Examples of open-ended questions:
 - Please tell me more about your topic.
 - What additional information can you give me?
 - How much information do you need?
- ☑ Use closed and/or clarifying questions to refine the search query. Examples of clarifying questions:
 - What have you already found?
 - What type of source do you need?
 - Do you need a book or an article?
 - Do you need current or historical information?
- ☑ Do not express your opinion about the subject matter or the nature of the question.

Searching

- ☑ Find out what the patron has already tried, and encourage the patron to contribute their ideas.
- ☑ Construct a competent and complete search strategy.
 - Select search terms that are most relevant to the information desired.
 - Verify spelling and other possible factual errors in the original query.
 - Identify appropriate sources that are most likely to contain information relevant to the patron's query.
- ☑ Explain the search strategy to the patron.
- ☑ Work with the patron to evaluate results, revise search terms, and identify other sources to try if the search is unsuccessful.
- ☑ Work with the patron to narrow or broaden the topic when too little or too much information is identified.
- ☑ Attempt to conduct the search within the patron's allotted time frame.
- ☑ Explain how to use sources when appropriate.
- ☑ Offer pointers, detailed search paths, and names of resources used to find the answer, so that the patron can learn to answer similar questions on their own, when appropriate.
- ☑ Recognize when to refer patrons for more help. This may mean a referral to the librarian (Mrs. Shelenberger), a specialized library, or community resources (such as the Snyder County library system).
- ☑ Ask the patron if additional information is needed after results are found.

Follow Up

- Ask the patron if their question has been completely answered.
- Encourage the patron to return if they have further questions by making a statement such as “If you don’t find what you are looking for, please come back and we’ll try something else.”
- Consult with other librarians or experts in the field when additional subject expertise is needed.
- Make the patron aware of other available reference pathways (email, etc.)
- Make arrangements with the patron, when appropriate, to set up an individual research appointment to continue researching the question.
- Refer the patron to other sources or institutions if the query has not been answered to the satisfaction of the patron.
- Take care not to end the reference interview prematurely.

Procedure last updated: March 2015

5.2.1 The library in collaboration with faculty and administration will provide all students with opportunities to develop information skills that will prepare for life-long learning.

Mission

The mission of the Penn View Information Literacy Program is for administration, faculty, and library to collaborate to develop students who have information literacy and critical thinking skills that impact current and future academic, personal and professional success.

Definition

Information Literacy is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.

Goals based on ACRL Information Literacy Standards

1. The Information literate student determines the extent of information needed.
2. The information literate student accesses the needed information effectively and efficiently.
3. The information literate student evaluates information and its sources critically.
4. The information literate student incorporates selected information into one's knowledge base.
5. The information literate student uses information effectively to accomplish a specific purpose.
6. The information literate student understands the economic, legal, and social issues surrounding the use of information, and accesses and uses information ethically and legally.

Current procedures:

- Students are required on orientation day to apply for a Snyder County Library card.
- Students are taught in College Study Skills class how to use the library and research databases available on Power Library accessed through Snyder County library account.
- Students are required in College Study Skills and in Composition class to complete assignments using research databases.

Procedure last updated: March 2016

Program components to be developed:

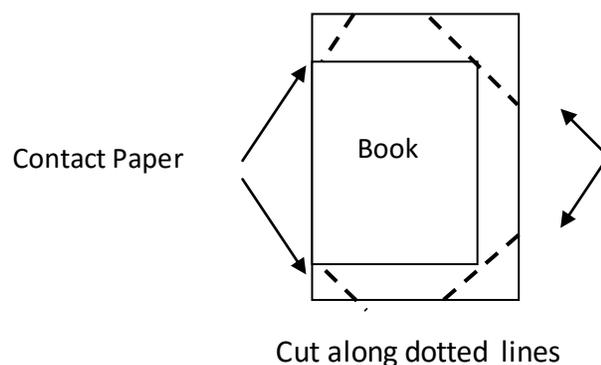
Librarian will complete a curriculum map to determine where in the curriculum we are currently meeting program goals.

Current Information Literacy Program structure and procedures will be presented to committee and faculty for development and approval.

6.1.1 Library personnel will be trained in handling and maintenance methods that will preserve library resources.

Covering Paperback Books Procedure:

1. Cover paperback books with contact paper
2. Cut 2 strips of contact paper approximately 2" wide and a little shorter than the height of the book
3. Remove the paper backing and center one piece over where the front cover and the pages meet:
 - Lay the book flat with the edges of the pages facing you and the spine facing away from you
 - Open the cover and place one half of the contact paper long ways on the first page and smooth it out, moving from the edge of the strip to where the pages meet the cover (NOTE: This piece is to reinforce the spine between the first page and the cover of the book.)
 - Repeat the same process between the back page and the back of the book
4. Cut a piece of contact paper approximately 2" wider and 2" taller than the book (the width includes the width of the front cover, the spine, and the back cover all together)
5. Remove the paper backing and lay the contact paper out flat
6. Place the front of the closed book on the contact paper leaving approximately 1" of contact paper at the top edge of the book, on the non-spine side of the book, and at the bottom of the book
7. Wrap the right side of the contact paper tightly around the spine and over the back cover, smoothing out the wrinkles as you go (if wrinkles form, pull the contact paper back and smooth it out again)
8. Cut the corners of the contact paper diagonally as illustrated below and save them



9. Cut diagonally towards the spine so the contact paper can be wrapped to the inside as illustrated above
10. Open the front cover and wrap the contact paper as tightly as possible to the inside of the cover
11. Place the cut off corners on the inside of the cover on each corner to give the corners more durability; it does not matter which corner is used

12. Turn the book over and repeat for the back cover
13. Cut off the pieces on each end of the spine so that the edge of the contact paper is even with the edge of the spine

Procedure last updated: June 14, 2012

Covering Dust Jacket Procedure:

1. Cover the dust jackets of hardback books with plastic covers
2. Measure the height of the book
 - If it is less than 8", use an 8" cover
 - If it is between 8" and 9", use the 9" cover
 - If it is between 9" and 10", use the 10" cover
 - If it is between 10" and 12", use the 12" cover
 - If it is between 12" and 14", use the 14" cover
 - If it is between 14" and 16", use the 16" cover
 - If the book is unusually wide for its height, use a taller cover than necessary in order to sufficiently cover the dust jacket flaps
3. Remove the dust jacket from the book
4. Lay out a book cover with the open edge at the top and the paper side up
5. Slide the dust jacket into the cover with the blank side of the dust jacket up
6. Center the dust jacket in the book cover
7. Make sure the bottom edges of the dust jacket are clear down to the bottom of the cover
8. Hold down the bottom corners of the book cover and the dust jacket with your elbows so that the jacket will stay clear down to the bottom (If you make adjustments to the placement of the cover, keep checking that the dust jacket is clear down to the bottom, as it has a tendency to move as you make adjustments.)
9. Fold the paper of the book cover down with the fold just below the top edge of the dust jacket
10. Remove the small paper covering the small sticky rectangle on the plastic of the book cover at the top
11. Fold the plastic down so the crease is tight against the top of the dust jacket
12. Press down on the plastic where the sticky section is
13. Place clear tape on top of the plastic about half way between the center and either edge to hold the plastic down tightly
14. Place the dust jacket with its book cover back on the book like it was originally; make sure the text of the book is right side up
15. Tape the dust jacket to the book cover
 - Close the book tightly so that the dust jacket stays in place
 - Cut a piece of string tape about 3" long
 - Slip the tape between the dust jacket and the outside of the front cover
 - Place the tape so that when it is wrapped around to the inside of the cover it will still be on the plastic but close enough to the edge of the dust jacket that the flaps do not curl up

- Leave half of the tape sticking out
- Before wrapping it to the inside, place another piece of string tape at the top of the book
- While holding the flap against the inside of the cover, wrap both pieces of tape to the inside
- Turn the book over and tape the back of the dust jacket to the back cover

Procedure last updated: June 14, 2012

Library Worker Training Manual



Penn View Bible Institute

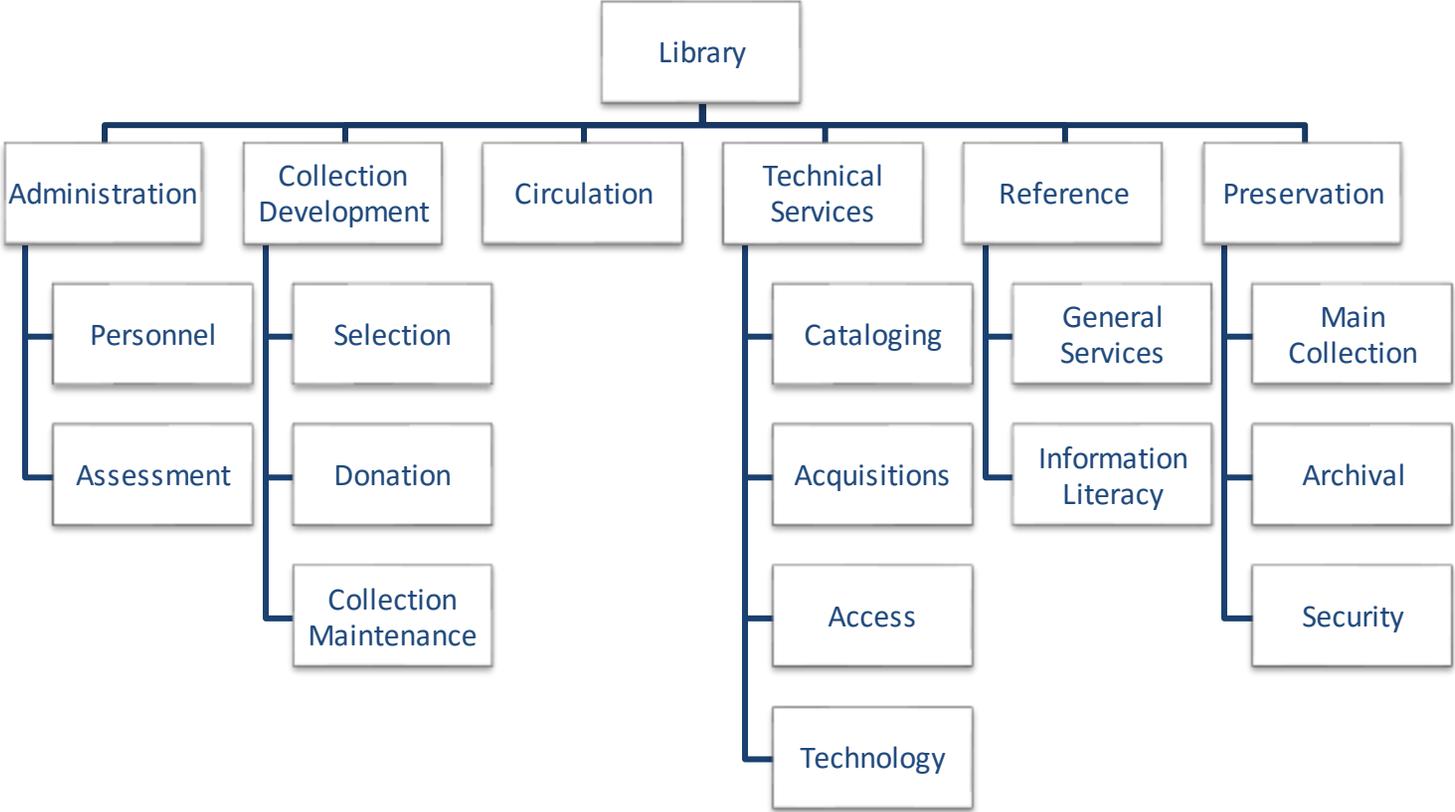
2015

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Program Chart



Library Mission

The Library is committed to support the academic, biblical, and holiness philosophy of Penn View Bible Institute by providing services to access resources that support the academic and holistic needs of the library's patrons. The library will partner with the institution and its community to provide and preserve needed resources and to instill life-long learning skills.

Library Goals

To encourage study and research and to maximize learning, the library embraces the following goals:

LIBRARY GOAL 1: The librarian in collaboration with the faculty will add quality and relevant resources to maintain adequate support of the academic and holistic needs of the institution's curriculum and community.

LIBRARY GOAL 2: The library provides trained personnel, finding tools, and a current awareness service that allows the library community ease of access to various formats of information.

LIBRARY GOAL 3: The librarian in collaboration with information technology personnel will ensure that library technology is maintained to ensure ease of access to information.

LIBRARY GOAL 4: The library will provide an adequate and spacious environment for its collection, study areas and staff work areas.

LIBRARY GOAL 5: Library workers will maintain and promote an environment that preserves library resources and is conducive to study.

LIBRARY GOAL 6: The library in collaboration with faculty and administration will promote the development of life-long learning skills.

1.0 Library Administration

Librarian Contact Information

Librarian—**Angela Shelenberger** (email and Skype top preference of contact)

Home phone: 724.656.6865

Cell phone: 724.498.6656 (used very little)

Email: librarian@pvbi.edu

Skype: academiclibrarian

Assistant Librarian—**Michael Wilson** (Email and cell phone top preference of contact)

Home phone: 814-349-4419 (Try if unable to reach through cell phone, especially on weekends)

Cell phone: 814.880.0521

Email: library@pvbi.edu

Skype: michael.wilson792

Emergency Contact

In the event that there would be a problem in the library below is a list of who to contact when. Contacted persons are listed in priority of who should be called first. If you cannot get the first contact, move on to the next person on the list.

Problem with on-campus student:

1. Assistant librarian
2. Resident Assistant
3. Dorm Dean

Problem with off-campus student

1. Assistant librarian
2. Academic Dean

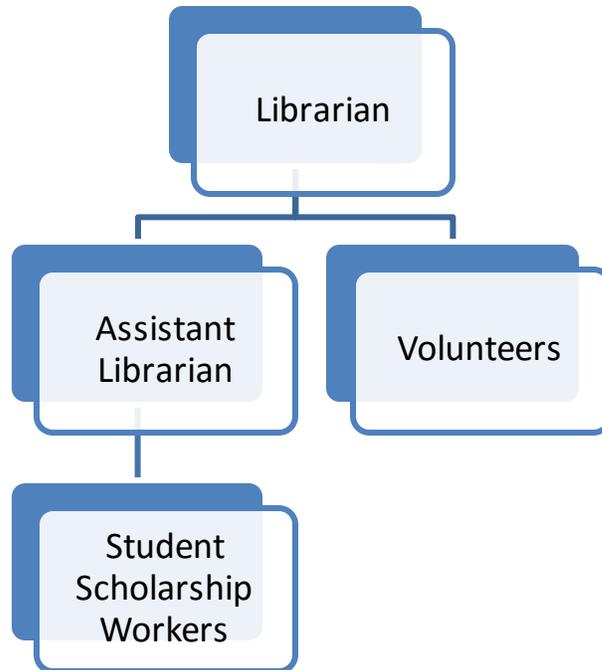
Problem with high school student

1. Assistant librarian
2. High school principal

Technology problem

1. Assistant librarian
2. IT Director

Chain of Command



Library Hours

Monday –Friday	8:00 a.m.-4:45 p.m.
Monday, Tuesday, and Thursday	7:30 p.m.-10:00 p.m.
Wednesday	8:30 p.m.-10:00 p.m.
Saturday	1:30 p.m.-4:30 p.m.

The library will close for chapel on Tuesday and Friday from 10:20 a.m. -11:05 a.m.

The library will not close for lunch if a student worker can be found to cover for the associate librarian's lunch period. If a worker cannot be found, the library will close from 12:00 p.m.-1:00 p.m. for lunch.

The library will close during campus events as approved by the librarian.

Library student workers will alternate covering of Saturday hours.

2.0 Collection Development

Recommendations

- The primary purpose of the library is to collect resources to meet the research and curriculum needs of the institution.
- The library is secondarily interested in meeting the needs and interests of individual faculty and students as they fall under the library selection criteria and as funds are available.
- As all collection development is under the direction of the librarian, all recommendations need to be given to the librarian.
- Recommendations need to be submitted to the librarian using the following forms:

LIBRARY RESOURCE REQUEST FORM--FACULTY
Name: _____
Date: _____
Class name: _____
Date needed: _____
Resource title: _____
Author: _____
Publisher: _____
Date of Publication: _____
ISBN# (if available): _____
Why would you like this ordered? _____

For Library Use Only
Order Item: Yes/No
Why not?
Date Item Received:

LIBRARY RESOURCE REQUEST FORM--STUDENT/STAFF
Name: _____
Date: _____
Resource title: _____
Author: _____
Publisher: _____
Date of Publication: _____
ISBN# (if available): _____
Why would you like this ordered? _____

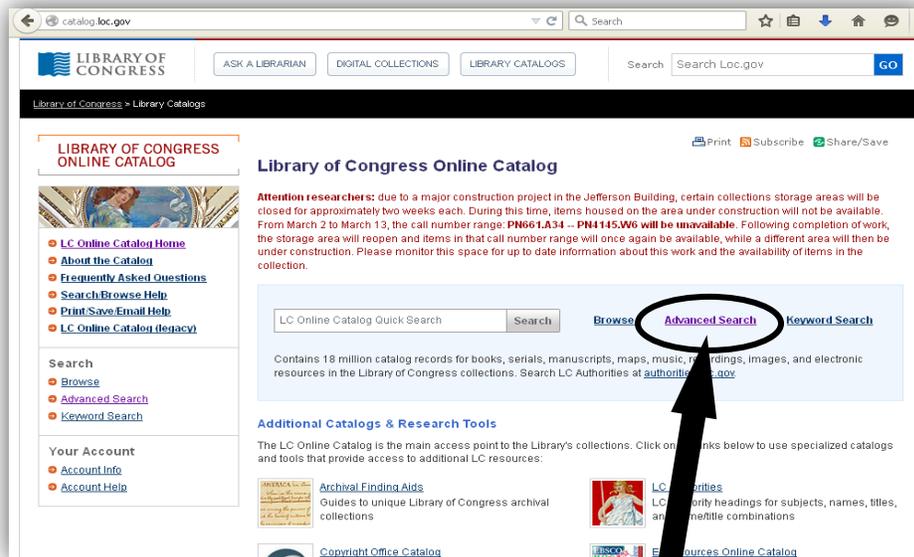
For Library Use Only
Order Item: Yes/No
Why not?
Date Item Received:

- If librarian does not order request, then fill in appropriate library information and file the request form.
- If the librarian does order request, fill out appropriate library information, send a copy of the form to the requester and file the request form.

16. Staple together all donation forms as well as a copy of the thank you note together and file in the filing cabinet under folder named "Donations year" (e.g., Donations 2014).
17. Make a duplicate copy of forms and thank you note and give copy to the business office.
18. For books that the librarian has instructed the library to keep, download record from Library of Congress into CampusSIS if possible. The record does not need to be an exact copy; details such as publisher, date, etc. can be changed to match Penn View's copy.
 - If no record for item is available in Library of Congress, than the cover, spine, title page, title verso, table of contents need to be scanned and saved in appropriate shared folder for the librarian to enter cataloging information into CampusSIS. Save in: Dropbox → Library workers → Cataloging → put in OPAC.

Instructions for downloading record for Library of Congress into CampusSIS:

1. Go to LOC home page (catalog.loc.gov)



2. Click advanced search

3. Enter enough information to limit your search and click search – normally last name of author and a few key words from the title.

Advanced Search

Search

frank slaughter all of these within Keyword Anywhere (GKEY)

AND OR NOT

mapmaker all of these within Keyword Anywhere (GKEY)

AND OR NOT

all of these within Keyword Anywhere (GKEY)

[Remove Limits](#)

4. When the correct record is found, highlight and copy LCCN (double clicking on the number is a good way to highlight as this will eliminate extra spaces)

The mapmaker; a novel of the days of Prince Henry, the Navigator.

Full Record MARC Tags

[Where to Request](#)

Personal name [Slaughter, Frank G. \(Frank Gill\), 1908-2001.](#)

Main title The [mapmaker](#); a novel of the days of Prince Henry, the Navigator.

Edition [1st ed.]

Published/Created Garden City, N.Y. Doubleday, 1957.

Description
320 p. 22 cm.

LC classification (full)
[PZ3.S63165 Mar PS3537.L38](#)

LC classification (partial)
[PZ3.S63165 PS3537.L38](#)

Subjects
[Blanco, Andrea--Fiction.](#)
[Henry, Infante of Portugal, 1394-1460--Fiction.](#)
[Cartographers--Fiction.](#)

Form/Genre
[Biographical fiction.](#)

LCCN
57012475

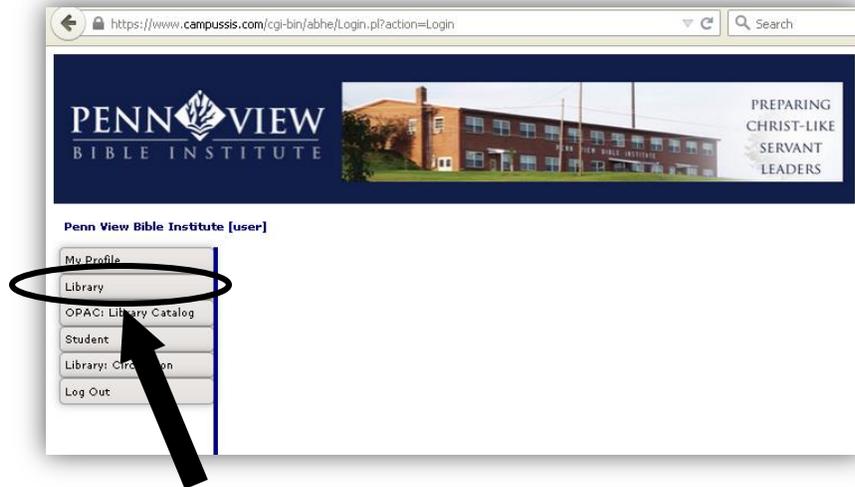
Other system no.
(OCoLC)1005708

Permalink:
<http://lcn.loc.gov/57012475>

XML Formats:
[MARCXML Record](#)
[MODS Record](#)

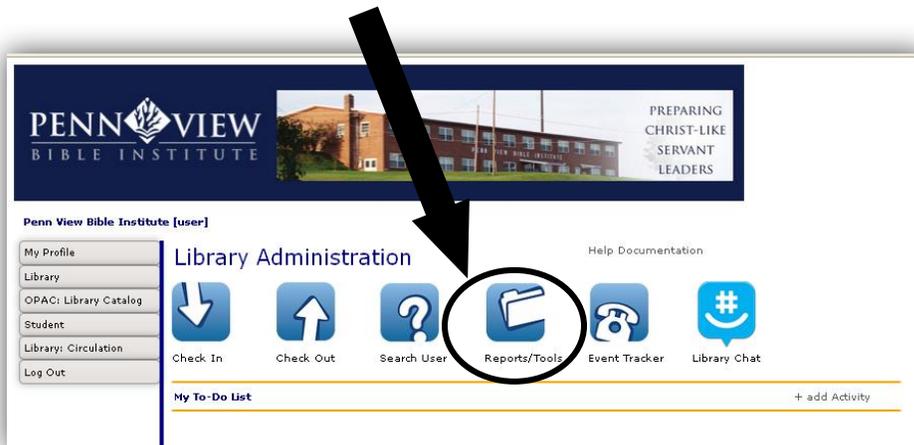
Request Form

5. Go to CampusSIS (pennview.campussis.com)

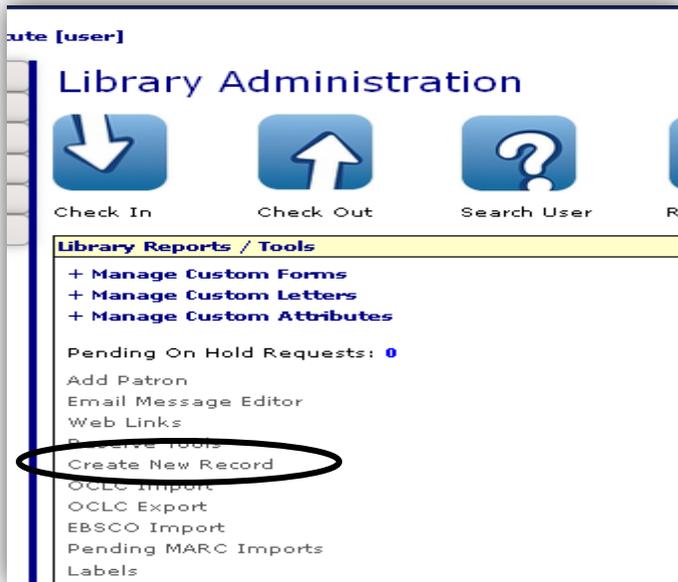


6. Click on library module

7. Click on reports and tools icon



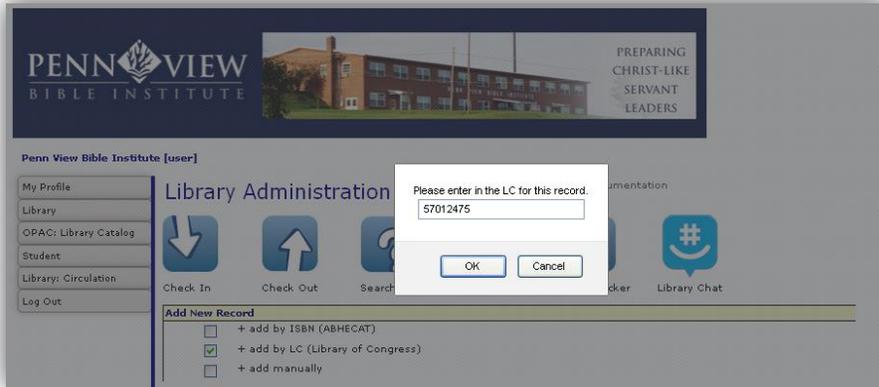
8. Click on create new record



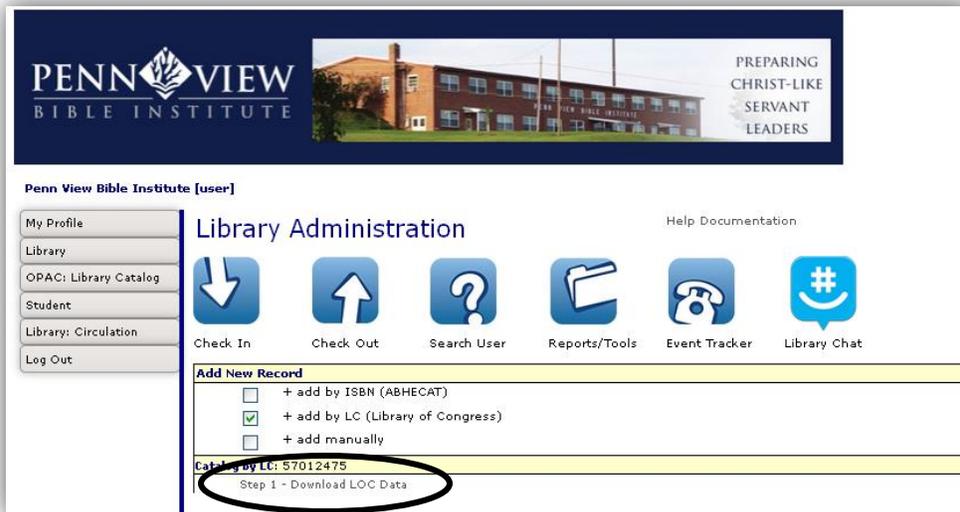
9. Check box "add by LOC"



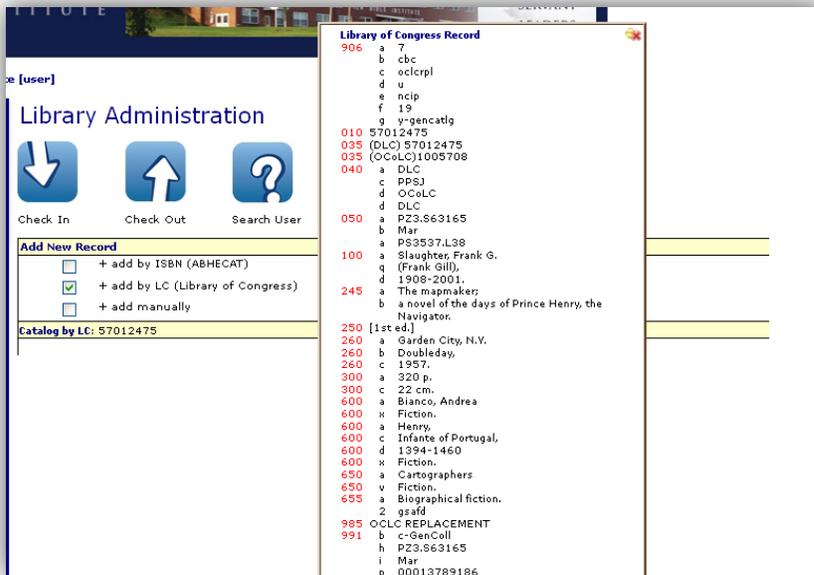
10. Paste LCCN number in CampusSIS and click OK



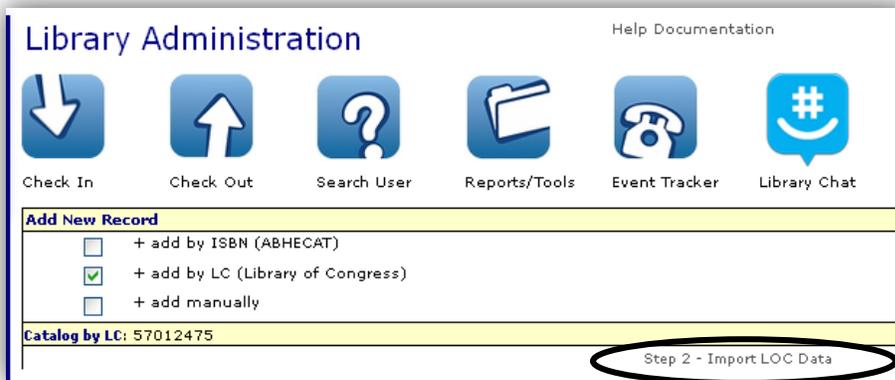
11. Click "step 1 – download LOC data"



12. A text box showing the record of the downloaded resource will appear--confirm that it is the correct record and close box.



13. Click "step 2 – import LOC data"



19. If the book is paper back or has a dust jacket than it needs to be covered for preservation of resource; see covering procedure.
20. Identify book as a Penn View Library book. Stamp with Penn View Library stamp on top or bottom of title page, top or bottom inside back cover, top or bottom of page 25. **Do not stamp on top of any book information.**
21. Place "date due" slip inside back cover. Pertinent book information should not be covered, find an alternate place that does not cover pertinent information if necessary: first preference, in the back of the book; second, inside the front of the book.

22. The assistant librarian will place a book barcode on item. Barcode goes on the back of the book at the top right.
23. The librarian will review and complete cataloging data in CampusSIS.
24. The librarian will assign a Dewey and Cutter number.
25. The assistant librarian will right the Dewey and Cutter number with pencil on the title page.
26. The assistant librarian will place a barcode on the back of the book at the top, right hand corner.
27. The assistant librarian will ensure that the barcode is entered into CampusSIS.

Instructions for entering barcodes:

1. Search for book

The screenshot shows a web-based search interface titled "Online Catalog Search". It features a list of search criteria on the left: Title, Author, Subject, ISBN, Dewey, and Barcode. To the right of these criteria are checkboxes for "Search books with Title" (checked), "Search books with Author", "Search books with Subject", "Search books with ISBN", "Search books with Dewey", and "Search for Barcode". Below the criteria is a "Find Results" section with four radio button options: "with all of the words", "with the exact phrase", "with at least one of the words", and "without the words". A text input field contains the search term "greek-english new testament". At the bottom left of the form is a blue "Search" button.

2. When correct book is found click edit

<input type="checkbox"/>	Greek-English concordance to the New Testament: (edit) (delete)			225.2 -
<input type="checkbox"/>	Greek-English concordance to the New Testament: (edit) (delete)			225.2 -
<input type="checkbox"/>	Greek-English Lexicon of the New Testament (edit) (delete)			R 487.4 T337g
<input type="checkbox"/>	Greek-English lexicon of the New Testament : (edit) (delete)			487/.4 -
<input type="checkbox"/>	The Greek-English concordance to the New Testament (edit) (delete)			225.48 K824g
<input type="checkbox"/>	The Greek-English New Testament : (edit) (delete)			225.4/8 -

10 records found.

3. Dialog box will appear

without the words

Search Results

OPAC Search Fields

245 Title The Greek-English New Testament :
100 Author - +add Subject

Spine Labeling

LCCN BS1965 1975
Dewey 225.4/8
Cutter -

Import Record

LC 75004148 + LC Search
ABHECAT - + ISBN Search

Barcode Data +add Barcode

+ Manual Edit + Binary View

4. Click add barcode

5. Select classification type

OPAC Search Fields

245 Title The Greek-English New Testament :
100 Author - +add Subject

Spine Labeling

LCCN BS1965 1975
Dewey 225.4/8
Cutter -

Import Record

LC 75004148 + LC Search
ABHECAT - + ISBN Search

Barcode Data +add Barcode

Add New Barcode

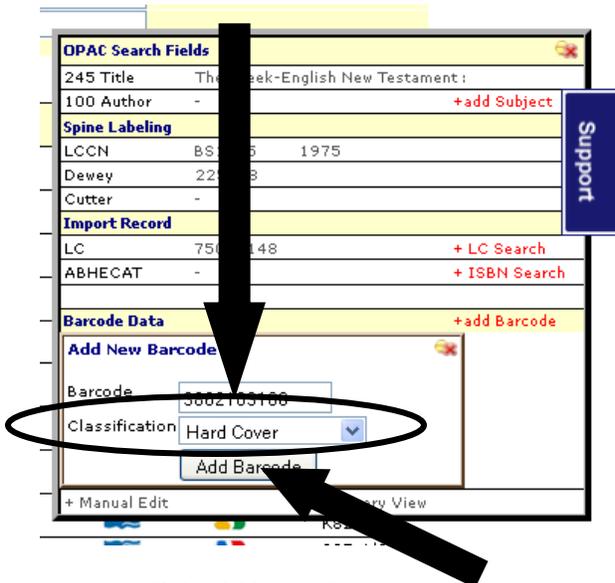
Barcode

Classification Hard Cover

+ Manual Edit + Binary View

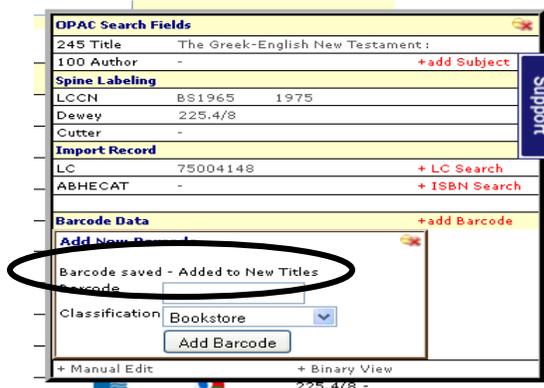
K824g

6. Click cursor in barcode field and scan barcode



7. Click add barcode

8. CampusSIS will say “Barcode saved - Added to New Titles” when barcode is successfully added



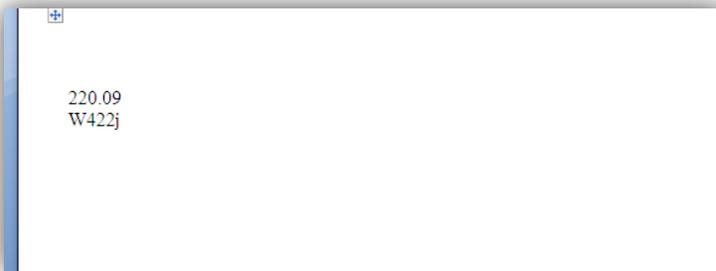
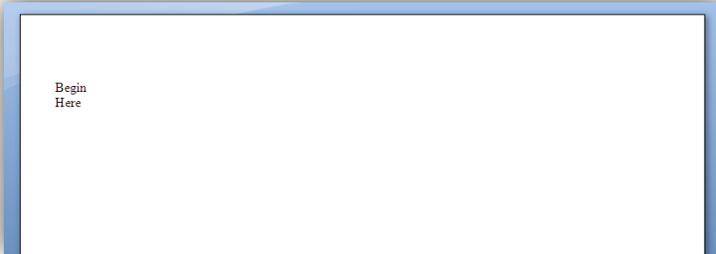
Enter information in the “books barcoded” spreadsheet (make sure you enter “yes” under the column “donation”) this is in Dropbox → Library Workers → Cataloging → Barcoded → “Books Barcoded”

28. The assistant librarian will print a label for the book and place it on the spine at one inch from the bottom of the spine (In the middle, if the spine is wider than the label. Starting at the left of the spine, if the spine is smaller than the label. On the front of the book, on the left hand side starting at the spine, if the book has a spiral spine.).

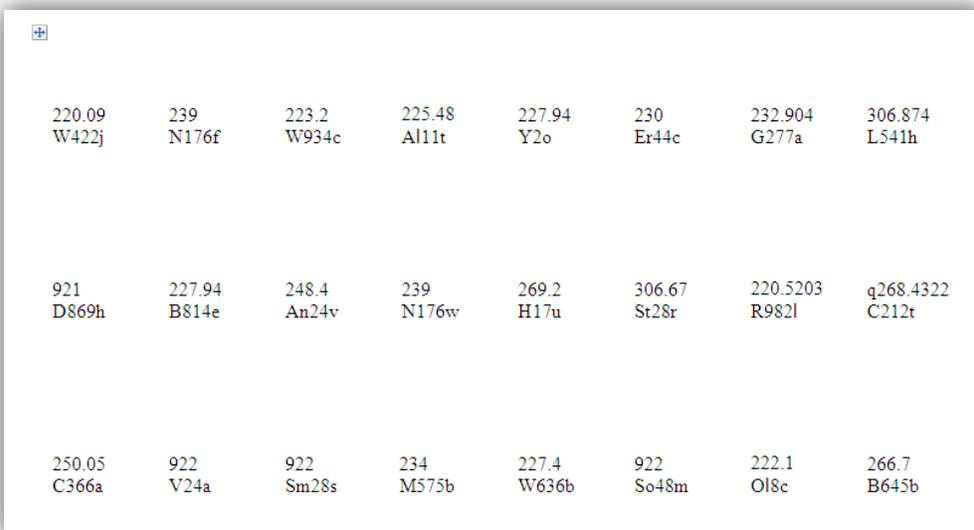
Instructions for creating spine labels:

1. Select the books that need labels printed; these can be found in the “put barcodes on these” folder: Dropbox → library workers → cataloging → put barcodes on these

2. Make certain that the call number on the title page matches the one in CampusSIS (If it does not, with pencil rewrite the call number in the book so that it agrees with the one in CampusSIS.)
3. Open spine label document in Cataloging folder: Dropbox → library workers → Cataloging
4. Begin typing on the label that says “begin here”

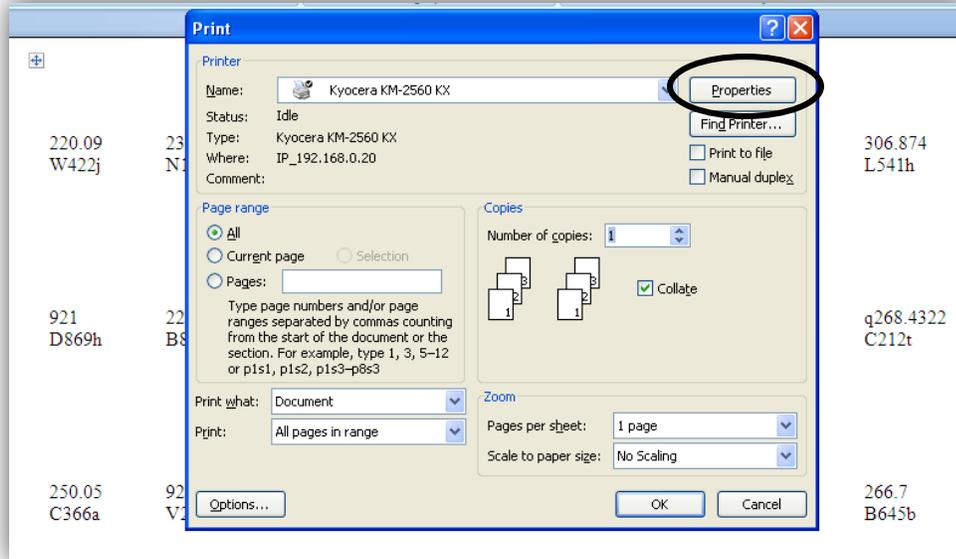


5. When all books are entered it should look similar to this example.

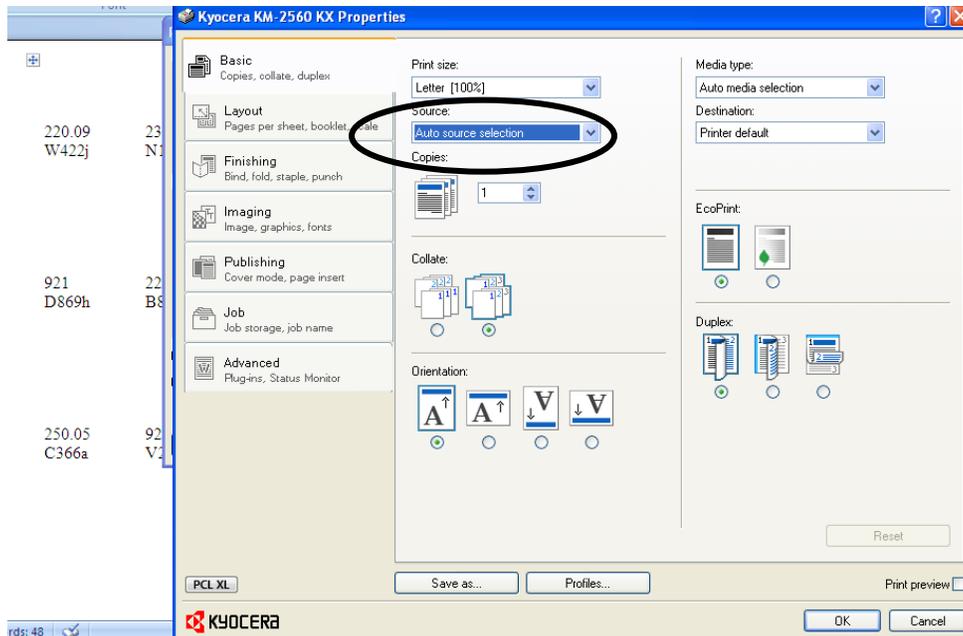


6. Prepare the labels for printing

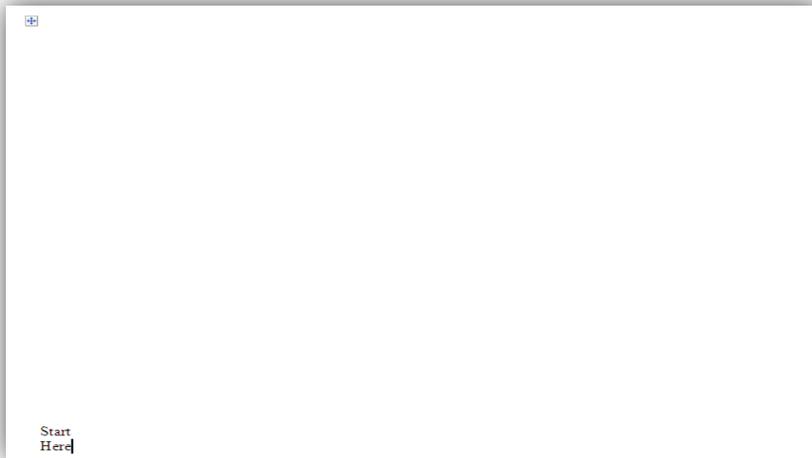
- a. When printing, print using the multipurpose tray
- b. Click properties



c. Change auto source detection to "mp tray"



- d. **Print a preview sheet on a plain piece of paper to make sure the print is aligned correctly**
 - e. **If everything is aligned correctly print on a sheet of labels**
 - f. **If the columns do not align correctly adjust them and print another preview sheet**
7. **After placing the labels on the books, delete the label information from the document and type “start here” on the first unused label on the list.**



Tips for printing labels

1. **Use 12 point font Times New Roman for everything except lower case L's .**
2. **When using lower case L's, use 12 point font Albertus Medium.**
3. **There are eight labels in a row, when selecting books it is best to work in multiples of eight.**

29. Cover label with color coding transparent tape if necessary:

- reference—red
- fiction—blue
- biography/autobiography—yellow

30. Cover spine label and transparent tape, if applied as according to step 19, with 1 ½ inch Flex-Armor book tape.

Weeding

9. The librarian will make weeding decisions based on the following criteria:
 - library possesses a later edition or superior revision
 - outdated material
 - relevancy to present curriculum

- duplicity of resource
 - beyond repair
 - circulation history
 - availability of superior format
 - inappropriate material
10. Other library staff, institute personnel, and library patrons may make withdraw recommendations to the librarian by filling out the resource reconsideration form.
 11. The librarian may consult affected faculty when making a weeding decision.
 12. When an item is weeded, the first step is to enter the item information in the “Withdraws” spreadsheet (librarian/assistant librarian shared folder → “Withdrawn” folder → “withdraws” Excel spreadsheet). Enter the following information:
 - date withdrawn
 - title
 - call number
 - publisher
 - date
 - reason for withdraw
 13. Stamp withdrawn beside all instances of the PVBI Library stamp (title page, page 25, inside back cover).
 14. Remove the book from the library cataloging system (Remove from all of the following places that are relevant: card catalog, shelf list catalog, library database, CampusSIS.)
 15. Mark through the barcode with a black marker
 16. Dispose of the withdrawn item. If it is appropriate, box for addition to library sale items.

Resource Reconsideration

- If a patron has a concern about a library resource the library worker should give them a resource reconsideration form.
- The patron must COMPLETELY fill out the resource reconsideration form below for the librarian to consider the concern.
- The library worker must then submit this form to the librarian for consideration.

Penn View Bible Institute Library

Date: _____

If you have found library resources about which you have concerns, please fill out this form COMPLETELY to assure consideration by the library staff.

MATERIAL FOR CONSIDERATION	
Author/Producer: _____	Publisher: _____
Title: _____	
Dewey Number: _____	Date/Edition: _____
Type of material:	
<input type="checkbox"/> Book <input type="checkbox"/> Magazine/Newspaper <input type="checkbox"/> DVD/CD/Cassette	
Other: _____	
How much of the work did you read or view? <input type="checkbox"/> All <input type="checkbox"/> Portion	
Please describe your concerns regarding this material:	
What specific pages/sections illustrate your concerns:	

CONTACT INFORMATION
Name: _____
Telephone: _____
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other: _____

LIBRARY RESPONSE

- When a request is submitted, the librarian will take one of the following actions: removal of the resource if inappropriate, addition of a resource to balance the collection by providing alternative views, or no action at all.

Lost/Damaged Resources

- The library patron is responsible for paying replacement fees for any lost or damaged resource they borrowed.
- The librarian will determine whether the lost or damaged item will be replaced.

3.0 Circulation

Circulation Policies

Resource Type	Circulation	Fine
General Collection	2 weeks	15¢/day
Reference	In-house use only	NA
Reserve	24 hours (unless otherwise specified by faculty)	\$1.00/hour
Archive	In-house use only	NA
Current Periodicals	In-house use only	NA
Back-Issue Periodicals	2 weeks	15¢/day

Patron Privileges

Faculty--may check out circulating resources for the length of a semester. At the end of the semester the resources need to be returned or renewed.

Staff--may check out resources according to the above stated circulation policies

Student-- may check out resources according to the above stated circulation policies

Community--must be approved for check out by assistant librarian or librarian. May check out resources according to the above stated circulation policies

Hold

- Library patrons may put a hold on a circulating library resource that is currently checked out.
- A library resource cannot be renewed by the current borrower if a hold has been placed on the resource.
- In the case of multiple holds on a resource, faculty has priority. Otherwise, priority is based on a first come basis.

Fines

- Library patrons must pay all fines before borrowing additional library resources.
- Fines for a library resource will not exceed \$15.00. At the point of reaching the fine limit, the resource may be considered lost and the patron will pay a replacement copy fee.

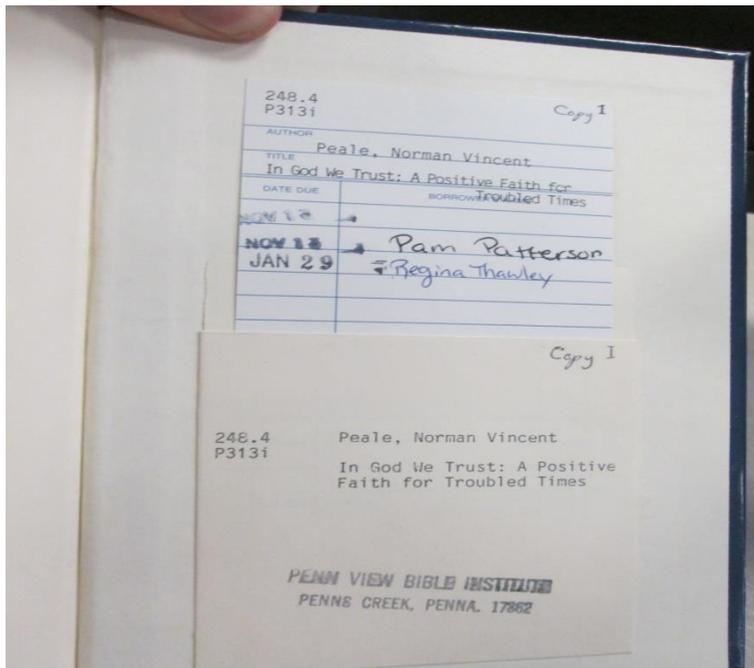
Lost/Damaged Resources

- The library patron is responsible for paying replacement fees for any lost or damaged resource they borrowed.
- Fines for a library resource will not exceed \$15.00. At the point of reaching the fine limit, the resource may be considered lost and the patron will pay a replacement copy fee.
- Fees for lost or damaged resources must be paid before additional resources may be checked out.
- Patron's who need to pay for lost or damaged resources should be referred to the assistant librarian or librarian.

Checking Out

Books

8. Remove borrower's card from pocket in the back of the book



9. Give borrower's card to patron to sign on the next available line
10. Stamp date due slip (also in the back of the book) with appropriate due date
11. Give patron the book(s) and verbally tell them when the book(s) are due

12. Take borrower's card and stamp it with the same date as that stamped date due slip

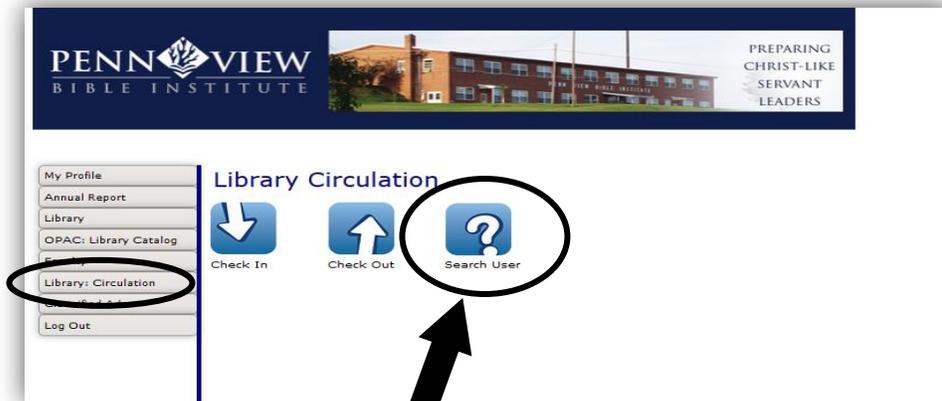


13. Place borrower's card in corresponding slot in the charging tray (cards are filed by date and then alphabetically by last name of author)



Through CampusSIS

9. Look up patron in CampusSIS
10. Go to "Library: Circulation" module

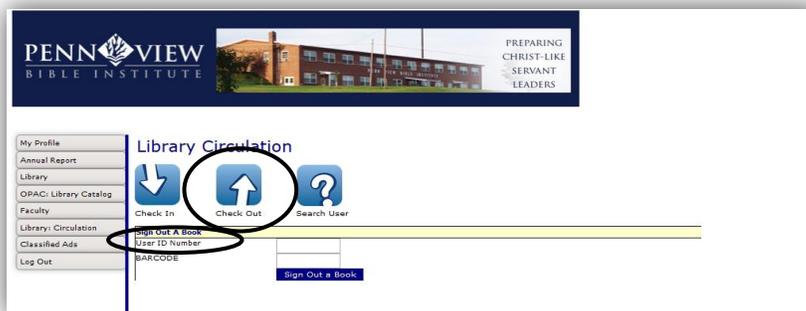


11. Click on "search user"

12. Type last or first name whichever is less common (use "Boolean search" on the right side of the screen if needed)



13. Once located copy patron identification number
14. Click on check out and enter patron identification number in the "use ID number"



15. Scan barcode or type in manually



The screenshot shows a web interface titled "Sign Out A Book". At the top, it says "Onloan Report for [1758] Michael Wilson". Below this is a table with columns for "Title", "Barcode", "User Name", and "Due Date". The table is currently empty, with the text "0 records found." below it. A section titled "Michael Wilson Book Fees" includes a "+ view" link. Below that, there are input fields for "User ID Number" (containing "1758") and "BARCODE", followed by a "Sign Out" button. At the bottom, a message states: "The Book Faith & reason : by Nash, Ronald H. has been signed out. The Book is due back by July 25 2015".

16. Stamp date due slip with the date calculated by the computer and tell the patron the due date.

Checking In

Book

5. Look at the date due slip of the returned book
6. Go to that date in the charging tray
 - a. Cards are filed by date and then alphabetically by last name of author
 - b. Look for the last name of the author
 - c. If the card cannot be found look in the overdue section located at the back of the left side of the charging tray
 - d. If the card is still not found try looking approximately two weeks after the original date
7. When the card is found pull the card and place it in the pocket in the back of the book
8. Place book on cart to be reshelved. If it is a reserve book, place it on the reserve shelf.

In-house books

4. Collect any random unattended books from the library premises as well as books on the book cart.



5. Record all in-house book usage on the circulation reporting form
6. Reshelf books

In-house periodicals

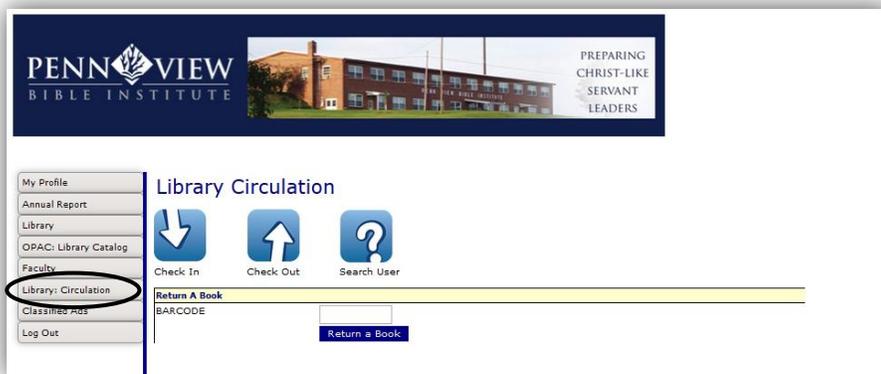
4. Collect any random unattended periodicals from the library premises as well as any periodicals from the periodical return basket



5. Record all in-house periodical usage on the circulation reporting form
6. Reshelf periodicals

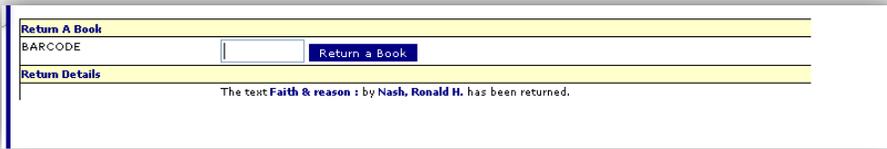
Through CampusSIS

5. Go to the "library: circulation" module in CampusSIS and click on "check in"



6. Scan or type in barcode

7. CampusSIS will show a message indicating that the book has been returned



The screenshot shows a web interface for returning a book. It features a yellow header bar with the text "Return A Book". Below this is a form with a "BARCODE" label and an empty input field. To the right of the input field is a blue button labeled "Return a Book". Below the form is another yellow header bar with the text "Return Details". Underneath, a message states: "The text **Faith & reason** : by Nash, Ronald H. has been returned."

8. Reshelf book

4.0 Technical Services

5.0 Reference

The following Approachability, Interest, Listening and Inquiring, Searching and Follow Up sections are based on the “Guidelines for Behavioral Performance of Reference and Information Service Providers” by Reference and User Services Association, a division of the American Library Association.

Approachability

- Be in a visible location that makes patrons comfortable to come ask questions.
- Stop all other activities, acknowledge patron with a friendly greeting, make eye contact, and use welcoming body language when a patron approaches to ask a question.
- Ask “How may I help you?”
- Occasionally browse library to determine if any patrons need help—offer assistance using lines such as:
 - Are you finding what you need?
 - Can I help you with anything?
 - How is your search going?
- Help patron start the initial steps of their search, then move on to other patrons offering to provide more assistance if needed.
- Check back on patron’s progress.

Interest

- As a library worker you need to be committed to providing the most effective assistance despite your interest level in the patron’s informational need.
- Show interest by giving complete attention, facing the patron and maintaining eye contact throughout the reference transaction.
- Signal an understanding of the patron’s needs through verbal and non-verbal confirmation, such as nodding of the head, offering brief explanations, or asking additional questions to better understand the patron’s query.

Listening and Inquiring

- The listening and inquiring stage is critical to the success of the reference transaction. This stage is called the reference interview.
- The library worker should put the patron at ease by communicating in a receptive, cordial, and supportive manner.
- Don’t interrupt! Allow the patron to fully state their need in their own words before responding.

- ☑ Confirm that you have understood the patron's need by rephrasing the question or request.
- ☑ Use open-ended questions to encourage the patron to expand on the request or present additional information. Examples of open-ended questions:
 - Please tell me more about your topic.
 - What additional information can you give me?
 - How much information do you need?
- ☑ Use closed and/or clarifying questions to refine the search query. Examples of clarifying questions:
 - What have you already found?
 - What type of source do you need?
 - Do you need a book or an article?
 - Do you need current or historical information?
- ☑ Do not express your opinion about the subject matter or the nature of the question.

Searching

- ☑ Find out what the patron has already tried, and encourage the patron to contribute their ideas.
- ☑ Construct a competent and complete search strategy.
 - Select search terms that are most relevant to the information desired.
 - Verify spelling and other possible factual errors in the original query.
 - Identify appropriate sources that are most likely to contain information relevant to the patron's query.
- ☑ Explain the search strategy to the patron.
- ☑ Work with the patron to evaluate results, revise search terms, and identify other sources to try if the search is unsuccessful.
- ☑ Work with the patron to narrow or broaden the topic when too little or too much information is identified.
- ☑ Attempt to conduct the search within the patron's allotted time frame.
- ☑ Explain how to use sources when appropriate.
- ☑ Offer pointers, detailed search paths, and names of resources used to find the answer, so that the patron can learn to answer similar questions on their own, when appropriate.
- ☑ Recognize when to refer patrons for more help. This may mean a referral to the librarian (Mrs. Shelenberger), a specialized library, or community resources (such as the Snyder County library system).
- ☑ Ask the patron if additional information is needed after results are found.

Follow Up

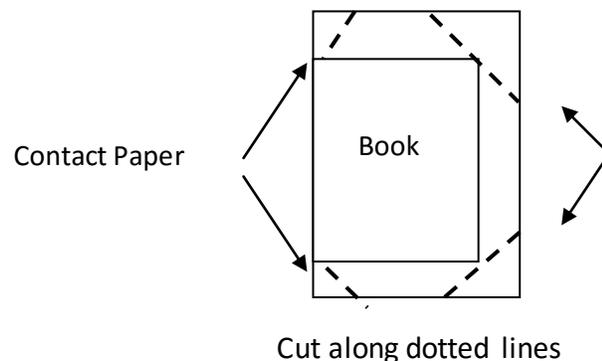
- ☑ Ask the patron if their question has been completely answered.
- ☑ Encourage the patron to return if they have further questions by making a statement such as “If you don’t find what you are looking for, please come back and we’ll try something else.”
- ☑ Consult with other librarians or experts in the field when additional subject expertise is needed.
- ☑ Make the patron aware of other available reference pathways (email, etc.)
- ☑ Make arrangements with the patron, when appropriate, to set up an individual research appointment to continue researching the question.
- ☑ Refer the patron to other sources or institutions if the query has not been answered to the satisfaction of the patron.
- ☑ Take care not to end the reference interview prematurely.

6.0 Preservation

Covering

Covering Paperback Books Procedure:

14. Cover paperback books with contact paper
15. Cut 2 strips of contact paper approximately 2" wide and a little shorter than the height of the book
16. Remove the paper backing and center one piece over where the front cover and the pages meet:
 - Lay the book flat with the edges of the pages facing you and the spine facing away from you
 - Open the cover and place one half of the contact paper long ways on the first page and smooth it out, moving from the edge of the strip to where the pages meet the cover (NOTE: This piece is to reinforce the spine between the first page and the cover of the book.)
 - Repeat the same process between the back page and the back of the book
17. Cut a piece of contact paper approximately 2" wider and 2" taller than the book (the width includes the width of the front cover, the spine, and the back cover all together)
18. Remove the paper backing and lay the contact paper out flat
19. Place the front of the closed book on the contact paper leaving approximately 1" of contact paper at the top edge of the book, on the non-spine side of the book, and at the bottom of the book
20. Wrap the right side of the contact paper tightly around the spine and over the back cover, smoothing out the wrinkles as you go (if wrinkles form, pull the contact paper back and smooth it out again)
21. Cut the corners of the contact paper diagonally as illustrated below and save them



22. Cut diagonally towards the spine so the contact paper can be wrapped to the inside as illustrated above
23. Open the front cover and wrap the contact paper as tightly as possible to the inside of the cover
24. Place the cut off corners on the inside of the cover on each corner to give the corners more durability; it does not matter which corner is used
25. Turn the book over and repeat for the back cover

26. Cut off the pieces on each end of the spine so that the edge of the contact paper is even with the edge of the spine

Covering Dust Jacket Procedure:

16. Cover the dust jackets of hardback books with plastic covers
17. Measure the height of the book
 - If it is less than 8", use an 8" cover
 - If it is between 8" and 9", use the 9" cover
 - If it is between 9" and 10", use the 10" cover
 - If it is between 10" and 12", use the 12" cover
 - If it is between 12" and 14", use the 14" cover
 - If it is between 14" and 16", use the 16" cover
 - If the book is unusually wide for its height, use a taller cover than necessary in order to sufficiently cover the dust jacket flaps
18. Remove the dust jacket from the book
19. Lay out a book cover with the open edge at the top and the paper side up
20. Slide the dust jacket into the cover with the blank side of the dust jacket up
21. Center the dust jacket in the book cover
22. Make sure the bottom edges of the dust jacket are clear down to the bottom of the cover
23. Hold down the bottom corners of the book cover and the dust jacket with your elbows so that the jacket will stay clear down to the bottom (If you make adjustments to the placement of the cover, keep checking that the dust jacket is clear down to the bottom, as it has a tendency to move as you make adjustments.)
24. Fold the paper of the book cover down with the fold just below the top edge of the dust jacket
25. Remove the small paper covering the small sticky rectangle on the plastic of the book cover at the top
26. Fold the plastic down so the crease is tight against the top of the dust jacket
27. Press down on the plastic where the sticky section is
28. Place clear tape on top of the plastic about half way between the center and either edge to hold the plastic down tightly
29. Place the dust jacket with its book cover back on the book like it was originally; make sure the text of the book is right side up
30. Tape the dust jacket to the book cover
 - Close the book tightly so that the dust jacket stays in place
 - Cut a piece of string tape about 3" long
 - Slip the tape between the dust jacket and the outside of the front cover
 - Place the tape so that when it is wrapped around to the inside of the cover it will still be on the plastic but close enough to the edge of the dust jacket that the flaps do not curl up
 - Leave half of the tape sticking out
 - Before wrapping it to the inside, place another piece of string tape at the top of the book
 - While holding the flap against the inside of the cover, wrap both pieces of tape to the inside

- Turn the book over and tape the back of the dust jacket to the back cover

EXHIBIT O
STUDENT HANDBOOK

PENN VIEW BIBLE INSTITUTE

Student Handbook

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FOREWORD

At Penn View, we purpose to aid in the character development of each student so that he will grow in likeness to Christ (Rom.8:29). It is our desire “to present every man perfect in Christ Jesus” (Col.1:28). This includes both purity and maturity. Christ provides for the individual to be born again, sanctified wholly, and continually growing in grace. Peter describes the program of spiritual growth in II Pet.1:5-8:

“...giving all diligence, add to your faith virtue; and to virtue knowledge; and to knowledge temperance; and to temperance patience; and to patience godliness; and to godliness brotherly kindness; and to brotherly kindness charity.”

We are promised, “If these things be in you, and abound . . . ye shall neither be barren nor unfruitful in the knowledge of our Lord Jesus Christ.” And we are warned, “He that lacketh these things is blind.” We determine, under God, to help each other become fruitful.

Dedicated, heart-purposed, and well-qualified young people are needed for positions of leadership in God’s kingdom. God’s kingdom demands the most fully developed, sanctified minds to carry on the task of reaching the world. We believe that you possess tremendous potential, and we stand ready to help you develop. The challenge is yours to apply your energies to preparing yourself properly to fill this vital need.

Penn View Bible Institute does not discriminate on the basis of gender, race, age, ethnic origin, or disability in its admission of students or its employment of faculty and staff.

This *Student Handbook* contains current information, but its policies and programs are subject to change after the date of publication. It represents the relationship between Penn View and the constituents. It has been designed for use as a Character Building Manual. We have tried to present the Biblical principles upon which our rules are based so that you can understand the reason as well as the rule. We pray you will be blessed through your attendance here at Penn View.

I. INTRODUCTION

A. History

In 1965, the General Board of the God’s Missionary Church purchased sixteen acres of land adjacent to the Penns Creek Campground for the purpose of opening a Christian academy and Bible school. The Campground has been the headquarters of God’s Missionary Church since 1938. On the closing day of camp meeting in 1966, a large crowd gathered on the hilltop to break ground for the main building. The Lebanon Valley Gospel Band contributed to the celebration. Rev. George I. Straub, General Superintendent of the God’s Missionary Church, directed the service. As Rev. Truman Wise was reading from II Chronicles 6, a picture was taken with a commercial Polaroid camera. When the photograph had developed, the appearance of flames of fire was hovering over the open Bible. What a time of reverence before the Almighty as He sealed His approval on the opening of the school!

That fall, the Academy opened with fifty-two students. The next year, the Institute department was opened. Across the years, hundreds of students have received the spiritual impact of the school on their lives. Today, numbers of pastors, missionaries, musicians, Christian workers, and laymen are serving the Master more effectively because they trained at Penn View.

B. Mission Statement

The Mission of Penn View Bible Institute is

To prepare *Christ-like Servant Leaders*

through higher education that engages

spiritual transformation,

academic excellence,

social integrity,

and *practical* experience,

in the conservative Wesleyan-Arminian tradition

to fulfill our Lord’s *Great Commission*.

C. Philosophy

Penn View is committed to the historic Christian faith and a philosophy of education based on that faith as it is revealed in the sacred Scriptures. We attempt not to separate knowledge into “sacred” and “secular” categories, but rather to recognize that “all knowledge comes from God, and all knowledge points to God.”

The Christian explores his world through serious study with the primary goal of glorifying his Creator and Redeemer. Since the Word of God is the foundation of a proper understanding of man and his world, Penn View strongly emphasizes Biblical studies. Finally, Penn View offers professional studies to prepare the student to pursue the career to which he feels led.

The ultimate goal is effective service to the world and to the church.

D. Institutional Goals

We seek to help the student:

Spiritually,

- 1) To know Christ as personal Savior and to develop an ever more intimate relationship with Him,
- 2) To cultivate a love for the Bible, the Word of God, as the source of our knowledge of salvation and as a guide for our living a holy life in this present world,
- 3) To realize the value of total commitment of one’s life to Christ and to make that commitment,
- 4) To develop a Christian character consistent with New Testament teaching, and
- 5) To discover an area of service in the church that will give purpose and direction to his life.

Socially,

- 1) To develop the social graces which are becoming to those who profess Christ as Savior and Lord,
- 2) To become skillful in the cultivation of interpersonal relationships, and
- 3) To become aware that he does not stand alone, but is a responsible member of several social structures: family, church, nation, and world.

Intellectually,

- 1) To obtain such knowledge in the area of general education as will fit him for life in contemporary society,

- 2) To understand basic Bible content and to develop an appreciation of the completeness and the adequacy of the written revelation.
- 3) To achieve an understanding of the basic doctrinal teachings of Scripture, and
- 4) To prepare for a life of specialized Christian ministry.

II. DILIGENCE

Diligence is persistently sticking by my responsibilities until the job is accomplished.

Diligence means to be consistent. Many goals in life can be achieved, if only a person is persistent. There is nothing in the world more common than unfulfilled potential. Many geniuses while away their time in mediocrity. Peter teaches us that in order to be a strong Christian one must exercise diligence. This grace of perseverance is evidenced in the way one carries out his day-to-day responsibilities.

A. Attendance

The world is looking for dependable men and women. Many times people fail in their profession because they have never learned to be punctual and consistent—everlastingly at the job. In fact, sometimes an employer is far more concerned that his employee be diligent in fulfilling responsibility than that he be specially skilled. Education here at Penn View is an effort to train students in assuming responsibility as young adults. Paul admonishes us that we should be “not slothful in business” (Rom.12:11). As we mature, we should be able to assume more and more responsibility. This self-discipline becomes evident very early in the matter of attendance.

1. Class Attendance

- 1) Regular attendance to all classes is required.
- 2) The Academic Dean will determine whether an absence or tardy is *excused* or *unexcused*.
- 3) *Excused absences* will be granted for personal illness, death in the immediate family (including a grandparent), emergency, or serious winter road conditions. Note that “emergency” is defined very narrowly; that is, it must be a real emergency before excused absence will be granted.
- 4) *Unexcused* absence and tardiness will not be tolerated and may result in grade reduction or expulsion. An exception would be that a pre-arranged absence would be understandable if the student has a good reason to miss. The Academic Dean will make the decision. While the absence could not be classified as excused according to the definition above, yet arrangements could be made with the Academic Dean and the teacher to make up any work missed. This is a legitimate use of the “cut” as it is commonly called. Students should not take a “cut” unless there is a definite reason.
- 5) Assessment of *grade* begins when the accumulated *unexcused* absence exceeds the equivalent of one week of attendance for the class. The rate of assessment is one letter grade for each absence beyond the limit.

- 6) Unexcused absences the last day of class prior to a holiday and the first day of class after a holiday will be assessed *double*.
- 7) Punctuality is also imperative and all *tardies* will be recorded. Late students are required to obtain an entry slip from the Academic Dean before entering class. Upon entering, the student will lay the “late slip” on the teacher’s desk.
- 8) Unexcused tardies will be accumulated and combined at the rate of three tardies equaling one unexcused absence.
- 9) If a student is late for class more than one-third of the class period, he is considered absent.
- 10) Students absent from four consecutive or six non-consecutive classes without proper excuse will be dropped from the class.
- 11) No course hours will be granted if a student has been absent from one-fifth or more of the class sessions *for any reason*.
- 12) *Dormitory* students may not miss class without first notifying their Social Dean. Students who are too ill to attend classes shall be confined to their dormitory rooms for the entire day unless the Social Deans and/or School Nurse give specific direction otherwise. The School Nurse must communicate with the Social Dean regarding such cases.
- 13) Remember, class attendance is higher in priority than talking to an administrator or faculty member, attending meetings, or performing some other important task. These are not reasons for excused absences. Any student who is asked to perform a task which will make him tardy or absent from a class should graciously excuse himself from the task and go to class, unless he/she has personally cleared the absence or tardy with the Academic Dean.
- 14) If any instructor is late to a class, the students must wait at least one-third of the class period before they are free to leave.

2. Chapel Attendance

- 1) Penn View strives to hold the spiritual life of students and faculty in high priority. We intend that every class exalt Christ as well as minister to the students, but Chapel services are special times of worshipping together. Students enjoy corporate worship in the freedom of the Spirit. They share in group prayer and praise. All of this is mingled with practical, doctrinal preaching for the purpose of lifting students and staff members to worship God and be reminded of our

commission to service. Students learn by the example of these services, and they gain experience by actually participating.

- 2) Chapel attendance will be recorded just as class attendance and marked as excused or unexcused.
- 3) Dorm students are required to be in Chapel every day unless specifically required to be elsewhere on a work detail.

- 4) Off-campus students are required to attend Chapel at least once each week. Additionally, any day that they have a class before and after Chapel, they are expected to attend.
- 5) An unexcused absence may result in three (3) demerits being placed in the student's record. Please refer to the section on Discipline.

B. Schedules

1. Schedule of Classes

Class	7:10	8:30 a.m.
Class	8:40	10:00 a.m.
Chapel	10:20	11:05 a.m.
Class	11:10	12:30 p.m.
Lunch	12:30	1:10 p.m.
Class	1:10	2:05 p.m.

2. Dormitory Schedule

Breakfast	Mon	7:30	8:00a.m
	Tues-Fri	6:30	7:00a.m
	Sat	8:00	9:00a.m
	Sun	8:00	8:30 a.m.
Classes Begin	Tues-Fri		7:10 a.m.
Chapel			10:15 a.m.
Lunch		12:30	1:10 p.m.
Classes Resume			1:10 p.m.
Dinner Served		5:00	5:30 p.m.
Group Devotions			7:00 p.m.
Prayer Meeting	Wed		7:00 p.m.
Study Period	Week days	7:00	10:00 p.m.
Devotions, Prepare to Retire		10:10	11:00 p.m.
Lights Out			11:00 p.m.

III. FAITH

Faith is taking what God said about a matter and acting on it.

We begin our relationship with God by believing what He says about our sin, about our Savior, and about the way we ought to live. We never outgrow the need for faith while we are in this life. We are saved by faith, we are sanctified by faith, we make every day's decisions by faith.

Jesus commanded us to teach people "to observe all things whatsoever I have commanded you" (Mt.28:20). Christian education can never achieve its true purpose until both the teacher and the learner have submitted their lives to the Divine Potter. Being saved is the beginning of true Christian education. From there on, living for Him is a walk of faith — taking God at His Word, seriously enough to live by His instructions.

A. General Doctrines

We subscribe to the historic Christian faith as expressed in the Wesleyan-Arminian position. We believe:

- 1) The Bible is the Word of God.
- 2) There is one God, existing in three Persons: Father, Son, and Holy Spirit.
- 3) Jesus Christ is the Son of God, completely human and fully divine, an all-sufficient Savior.
- 4) Man was created by God, in His image, for the purpose of living forever in fellowship with God. But

through willful disobedience, the first man fell into sin and so corrupted the entire race.

- 5) Salvation is graciously provided through Jesus' death on the cross. Full salvation is received in two crisis experiences both of which are followed with additional growth in grace.
- 6) At Christ's Second Coming, the saved will be resurrected to everlasting joy in the presence of God, but the wicked to everlasting punishment.

More detailed statements are given in the *Penn View Bible Institute Catalog* and in the *Manual of Doctrine and Government of the God's Missionary Church*.

B. New Birth

Penn View's goal is that students know they are saved and be willing to walk in any light they receive. The student who is unwilling to live in submission to our Lord will likely have difficulty with the educational and spiritual program here at Penn View. Therefore, a student should have a testimony that he is saved or at least express a desire to be a Christian. We believe that a person, even a child, can know he is saved by the inner witness of the Holy Spirit.

IV. VIRTUE (MORAL PURITY)

Virtue is courageously choosing the right, refusing to defile ourselves.

Virtue is moral excellence, moral vigor, moral energy, even moral force. The virtuous young person will have the heart to do right, even if no one else seems to be doing it. He must resist the peer pressure that would squeeze him into the mold of the world. Rom.12:2 explains that we can resist the outer force of conformity to the world by the greater inner force of being "transformed by the renewing of our minds." We do this, not in our own strength, but in the power of the Holy Spirit.

A. Personal Relationships

One of the more outstanding delights of Christian young people is to form close spiritual friendships with other Christians. These are friendships that often carry across the years. We begin a friendship on a very casual basis. At first we know only general things about each other, but as the friendship develops we grow closer until our souls are knit one with the other in the same way that David and Jonathan experienced it. Spiritual growth is enhanced by fellowship with others who have the same desire to serve the Lord. In fact, there are some things we would never learn if it were not for faithful Christian friends (See Pro.17:19). The wise man refers to friends who stick closer than a brother (Pro.18:24).

Solomon also cautions us regarding our choice of friends. He warns, "Make no friendship with an angry man . . . Lest thou learn his ways" (Pro.22:24-25). Take a look at Pro.13:20. You will find more about Christian fellowship in the section about **Social Life** under Brotherly Kindness.

Young people should make numerous friends among both men and women. Acquaintance between a young man and a young lady can develop naturally as they see each other interacting with other young people. He may notice her kindness toward

C. Entire Sanctification

We teach, pray, and labor that each student may come to know the fullness of the Spirit, also known as "heart purity." Through the power of the Spirit, the child of God is enabled to love God and those around him with all his heart. This does not remove him from the possibility of ever sinning, but it allows the Holy Spirit to guide and strengthen the Christian to meet the challenges of the day. The Holy Spirit provides for a life of victory over sin.

D. Christian Maturity

Students cannot be expected to act as a mature adult would, yet they can evidence sound spiritual health and growth. Christian character is best understood as Christlikeness. Discipline—both that which is imposed from without and that which is motivated from within—will strengthen the character and conform the person to the image of Christ. Systematic teaching will inform the mind concerning the principles of Christian conduct. Conscientiously walking in the light will result in a life that is pleasing to God.

the people around her. She may notice his spiritual steadiness or his careful respect for ladies in general. This casual interest may deepen until they desire to know each other better. All the time, the friendship should be based on a mutual respect for the Christian character each sees in the other. Friendships develop through mixed group conversation among students who are not dating. As their interest in each other grows, dating is appropriate.

Christian young people are in a unique position to enjoy the pleasures of a special friend who may eventually become one's Life Partner. A Christian school provides an opportunity to meet some of the finest young people. Many times a young man has met his future wife on the campus of a Christian school or college. Young people can enjoy developing sound friendships that eventually lead to marriage and a Christian home.

1. General Policies

Men and women students are encouraged to fellowship in the common areas during daylight hours. The common areas include the gazebo area, the area around the pond, the lower campus parking areas, and the sitting areas outside the Miller Dining Center and are permitted to walk to and from the administration building, lower campus, and the elementary building. Inside the Miller Dining Center and after dark students of the opposite sex must be in an "immediate" group of five (Students of the opposite sex in numbers of less than five may be in the Dining Center—ladies on one side of the room and guys on the other; otherwise, the "immediate" group of five policy is in effect.); Otherwise, students of the opposite sex may not be together at any time without special permission. This applies to both on and off campus.

B. Dating

Dating is a delightful privilege. But if its energy is not channeled, young people can lose their priorities. In their excitement, God's plan for their lives may be cast aside, perhaps never to be achieved. We purpose to guide young people through courtship in a way that will glorify God, promote spiritual growth among the students, and produce strong Christian homes in our churches.

The following guidelines are set forth with the intention of promoting proper development of such relationships. The Administration is not trying to take all the fun out of being young, but definite guidelines are needed.

1. Commuting Student Dating Policies

- 1) All social privileges are permitted only by *special permission* of the parents and are subject to the policies of PVBI concerning such privileges. These privileges will be denied if it is believed in the best interest of those involved. One consideration is mentioned in II Cor.6:14.
- 2) Students under 18 must have *written permission* from parents or guardian before beginning to date; this applies to each time a different person is involved. We recognize the responsibility of the school as one of serving the parents.
- 3) The students involved are responsible to obtain the required permission before dating or engaging in other social privileges.
- 4) At all times students are forbidden from holding hands, embracing, kissing, or in any way engaging in the physical expression of affection.
- 5) Notes and letters may not be passed by any means during class time.
- 6) Permission for dating will not be given until after a new student has been enrolled for at least six weeks.
- 7) A student on Academic Probation will be restricted to one half of the dating privileges otherwise permissible.
- 8) A student under Disciplinary Probation will lose all dating privileges for a period of time decided by the Administrative Committee.
- 9) Dating couples may, with permission, have lunch time together. This is restricted to the regular lunch period unless special permission is granted because of work hours or employment. Couples will sit across the table from each other.
- 10) No dating permission will be granted for divorced persons or for persons involved in a marriage annulment.

2. Dormitory Student Dating Policies

The Social Deans are serving *in loco parentis* (in place of the parents) for those students who live in the dormitory. Because a large group of young people are living in close proximity where they could actually see each other more than would be wise, special policies are imperative.

- 1) All social privileges are permitted only by special permission of the parents and the Social Deans and are subject to the rules and policies of PVBI. These privileges will be denied if it is believed to be in the best interest of those involved. One consideration is mentioned in II Cor.6:14.
- 2) Students under 18 must have *written permission* from parents or guardian before dating or engaging in other

social privileges. Students under 16 are not permitted to date.

- 3) The students involved are responsible to obtain the required permissions before dating or engaging in other social privileges.
- 4) Unless permission has been secured from the Social Dean, couples may not meet in public or in private, either on campus or off campus. Couples 21 years of age and over and couples 18-20 years of age who have proven themselves trustworthy may be granted week-end visits in either parent's home. Written consent from both parents shall be required for those under age 21. Students aged 21 and older will be required to sign an honor statement prior to leaving campus. Students will come under dating rules upon arriving on campus, but at all times conduct should be consistent with Christian principles. Written permissions from parents and/or honor statements from students may extend for an entire semester; however, verbal and/or email contact must be made for each occurrence. Permissions should be obtained 24 hours before leaving campus. Without special permission, the week-end may not begin before 3:15 on Friday and ends 7:00 p.m. on Monday. Work hour obligations as well as work program assignments may limit the weekends available. "Closed week-ends" are not available. Academic and/or Disciplinary Probation will also limit this permission.
- 5) At all times students are forbidden from holding hands, embracing, kissing, or in any other way engaging in the physical expression of affection; either on or off campus.
- 6) Notes and letters may not be passed by any means during class time or evening study hours. Correspondence at other times must be approved by the Social Dean.
- 7) Permission for dating will not be given until after a new student has been enrolled for at least six weeks.
- 8) A student on Academic Probation is restricted to one half of the dating privileges otherwise permissible.
- 9) A student on Disciplinary Probation will lose all dating privileges for a period of time decided by the Administrative Committee. These students automatically lose all off-campus dating privileges while on probation.
- 10) Dating couples may, with permission, have lunch time together. This is restricted to the regular lunch period unless special permission is granted because of work hours or employment. Couples will sit across the table from each other.
- 11) A one-hour on-campus dinner date may be requested for Tuesday evenings (5:00 - 6:00 p.m.) in the Dining Center. This applies to all dating couples. Prior permission must be secured from the Social Deans. Couples will sit across the table from each other.
- 12) Off-campus four-hour dates may be granted by the Social Deans as follows. Each date must be approved. Students under 18 may have two per semester in the company of parents or an approved chaperone. Students 18 - 20 may have one per week with an approved chaperone. Students 21 and over may have one per week with no chaperone. During chaperoned dates, couples must remain with the chaperone.
- 13) Students who are 18 to 20 years of age and have dated a year or more are permitted to meet at Sunday evening church services and sit together during the service. No riding together is permitted. Students 21

and over may travel and sit together in Sunday evening services.

- 14) Dates at school banquets are in addition to those listed above.
- 15) No dating permission will be granted for divorced persons or for persons involved in a marriage annulment.

3. Marriage

No student will be allowed to marry during the school year and remain a student unless he has requested and received special permission from the Administration in advance.

C. Personal Appearance

Although outward appearance is not the final and only criterion of Christianity, it is a definite factor. Jesus explained that the outward aspect of our lives is an outgrowth of the attitudes and desires of our hearts (Mt.15:19;Lk.6:45). I Pet.3:1-6 and I Tim.2:9-10 speak very specifically concerning the way we dress. Even in the Old Testament, God had definite requirements for the attire of the Israelites.

Four principles stand out in bold relief:

- 1) **Decency** means that the body is clothed in such a way as not to expose what God has asked us to cover and what would cause wrong desire.
- 2) **Godliness** or **modesty** requires that our clothes not invite undue attention to the physical, as gaudy and form-fitting clothes would do.
- 3) **Neatness** teaches us that the Christian should dress appropriately and attractively.
- 4) **Separation** from the world means that we abstain from the faddish styles of the world. Many times these fads are worn to give a distinct moral (or **immoral**) message. Even people of the world have acknowledged their meaning.

In light of these Biblical principles, certain standards must be adhered to by every student of Penn View while under school jurisdiction. These standards are set by the Board of Directors and are prayerfully based on Christian principles as found in God's Word. It is expected that these standards will be cheerfully and carefully observed by each student.

1. General Dress Code

- 1) Tight, form-fitting, or otherwise immodest apparel is not to be worn. Sheer or "see through" garments are unacceptable.
- 2) Jewelry, trinkets, and other worldly or faddish adornment shall not be worn. This includes shirts, sweaters, pants, etc., with inappropriate pictures, sayings, or advertisements. Penn View school emblems and lettering are permitted.
- 3) Worldly dress, fashions and trends are not to be embraced by the Christian. Faddish or gaudy clothing are to be avoided.
- 4) Shirts and blouses must be long-sleeved or at least 3/4 length. If long sleeves are rolled up, they must remain below the elbow.
- 5) Garments should not be baggy or unkempt in appearance. Faded fashions are not acceptable. Except when specific permission is granted, no jeans will be allowed in the classroom or at school functions.
- 6) Students will comply with the school dress code at all school functions. These include on-campus music

recitals and concerts, revivals, year-end closing exercises, school banquets, school organizations, school picnics, etc., as well as any activity sponsored by a class or an auxiliary of the school.

2. Men's Dress Code

Young men must attire themselves as becometh young men professing Holiness. Gentlemanly and appropriate dress is in order at all times; whether on campus, in church services, in the classroom, off campus, in fact anywhere or any time. Some guidelines are given to help establish proper appearance.

- 1) Immodest apparel includes T-shirts, stretch type athletic pants, sweat pants, shorts, swimming trunks, and other attire which is too thin or does not properly cover.
- 2) Shirrtails must be tucked in unless specifically tailored to be worn out. Classroom dress code requires shirts to be tucked in.
- 3) Hair is to be neat and well-trimmed at all times. A regular "tapered" haircut is expected. Worldly haircuts and hair styles are not acceptable. Sideburns shall not extend below the middle of the ear and shall be cut straight. No mustaches or beards shall be worn. Hair must not extend below the middle of the forehead and should be off the ears and collar.
- 4) Students will wear dress slacks, dress shirt, and tie (unless contrary to personal convictions) to all classes. In addition, a suit jacket, sweater, or sport coat will be worn to all church services. A minimum of dress pants and dress shirt is required for all other meetings where parents and/or the public is invited.

3. Women's Dress Code

Our young ladies should attire themselves in a neat and modest fashion. Their appearance should exemplify Holiness at all times. The following guidelines are to help in determining permissible and appropriate appearance for Penn View students.

- 1) Necklines and skirt length must be such that modesty will be maintained at all times. Skirts are to be long enough and full enough to extend well below the knees whether sitting or standing. Sleeves are to be below the elbow (at least 3/4 length).
- 2) Immodest and unacceptable apparel includes T-shirts, baseball shirts, slit skirts, slacks, and shorts. If wrap-around skirts are worn, they must be secured to prevent any immodesty.
- 3) Hose must be worn by all women. No other sock may be visible above the shoe top in the classroom, Chapel, or school functions that require dress clothes. Women are permitted to wear knee socks after school hours.
- 4) Shoes shall be of the closed type, with no more than a medium height heel. No spike heels are permitted.
- 5) The wearing of make-up, including clear or colored fingernail polish, lip gloss, and eye make-up, is forbidden.
- 6) All women are to refrain from cutting or trimming their hair and from plucking their eyebrows abnormally during both the school year and the vacation periods if they wish to continue as students at Penn View. This includes bangs.
- 7) Women must wear their hair up and contained in a simple and neat fashion. Hair must not hang down the back. Dormitory students will abide by the standard at all times they are under school jurisdiction. Students living at home must still comply with the requirements

at all school functions, and when visiting on campus. School functions include on-campus music recitals and concerts, revivals, year-end closing exercises, school banquets, school organizations, school picnics, etc., as well as any activity sponsored by a class or an auxiliary of the school.

- 8) Students are to be nicely and neatly dressed when attending classes, church services or meetings where parents and/or the public is invited. On all such occasions, jean skirts are not appropriate and should not be worn.

D. Worldly Amusements

According to the Scriptures it is pleasing unto God for His people to live a life of separation from the world. The Scriptures teach us that worldly amusements and activities are not only displeasing to God but are injurious to the Christian life.

James 4:4 queries, "Know ye not that the friendship of the world is enmity with God?" We are further instructed to come out from among the world and be a separate people (II Cor.6:17). This is one of the major areas where young people become confused and fall into disfavor with God.

Students are not permitted to attend dances, shows, theaters, fairs, carnivals, races, worldly dramatic performances, or any other form of entertainment or social activity which is not consistent with Christian principles. Television is equally as dangerous and destructive; therefore, all students are to abstain from its use.

Reading material, radio, magazines, and music can also be destructive to the spiritual life. Care must be taken at all times to guard against those which are not in keeping with Christian standards and principles. In I Thess.5:22 we are commanded to "abstain from all appearance of evil." If something is even slightly questionable, do not involve yourself.

E. Alcohol and Illegal Drugs

Student use, possession, distribution, or the sale of alcohol, illegal drugs, controlled substances, "look-alike" drugs or steroids on any school premise, or at any school function, (home or away) is strictly prohibited. Being under the influence of such or possessing drug paraphernalia, is strictly prohibited on any school premise or at any school function, (home or away). Minimum penalty for violation of this policy will be suspension from school; however, a violation could result in permanent expulsion from school.

V. KNOWLEDGE

Knowledge entails grasping the facts about God, man, sin, and salvation for the purpose of making life's choices by God's instructions.

Maturing in knowledge requires mastering the principles of life as Scripture teaches them. For the Christian, it is not enough to learn how to make a living; he desires to learn how to truly live. Jesus said, "I am come that they might have life ... more abundantly" (Jn.10:10). The curriculum at Penn View includes many of the traditional academic disciplines, but there is more. All of these subject areas are taught within the Christian perspective. Beyond that, the Bible is studied and applied to every aspect of life. Students are encouraged to use the best of their energies to serve Christ and His Kingdom. Knowledge of the facts of science or of history is pursued not only for the sake of a temporal career, nor even just for the sake of contributing something of worth to society. Knowledge is pursued so that we may understand God and so that we may live pleasing in His sight.

A. Academic Programs

Penn View offers post-secondary preparation for Christian ministry in pastoral studies, missionary studies, Christian music, Christian education (teaching), Biblical studies, child evangelism, and missionary nursing.

The various programs are described in more detail in the *Catalog*.

B. Academic Policies

Academic Policies are also published in the *Catalog*. Many are repeated here in the *Student Handbook* for sake of clarity.

1. Classification of Students

Regular students will be classified at the beginning of the fall term. This classification will extend through the entire school term. The classification is based on accumulated hours and is as follows:

Freshman	0-29 hours
Sophomore	30-59 hours
Junior.....	60-94 hours
Senior	95 hours

Students who intend to make up deficiencies and have specific plans to do so in order to graduate with their entering class may be allowed to advance provided they lack no more than three hours for underclassmen or five for Juniors entering the Senior level. In rare cases, a student may be classified as a Junior with as few as 54 hours if the student is committed to make up the deficiency and graduate with his class.

In order to be classified as a full-time student, the student must be carrying an academic load of at least 12 hours.

2. Grading System

The official grading system is as follows:

A	96-100	Outstanding Achievement
A-	94-95	
B+	92-93	
B	88-91	Above Average Achievement
B-	86-87	
C+	83-85	

C	77-82	Average Achievement
C-	74-76	
D+	72-73	
D	67-71	Below Average Achievement
D-	65-66	
F	0-64	Failing
I		Incomplete
W/D, W/P, or W/F		See "Schedule Change"

An incomplete will be assigned when the student has made arrangements with the instructor of the course to submit assignments after the close of the semester. Such work must be completed within six weeks from the last day of the semester, otherwise, an "I" becomes an "F". If the student fails to make prior arrangements for submitting late work, his grade for the unsubmitted work will be zero.

A grade submitted by the instructor of the course to the Office of the Academic Dean becomes official, and may not be changed except in the case of a clerical error. Such change must be authorized by the instructor and approved by the Academic Dean.

3. Quality Points

To be eligible for graduation, a student must have a cumulative grade point average (GPA) of 2.0 (C). The GPA is based upon quality points earned. Quality points are assigned as follows:

A	4.0points per hour
A-	3.7points per hour
B+	3.3points per hour
B	3.0points per hour
B-	2.7points per hour
C+	2.3points per hour
C	2.0points per hour
C-	1.7points per hour
D+	1.3points per hour
D	1.0points per hour
D-	0.7points per hour
F	0points per hour

The GPA is computed by dividing total quality points by the total hours (including failures).

4. Requirements for Graduation

The one-year certificate, or the four-year advanced diploma is awarded to those completing the requirements outlined below:

1. Completion of 30 hours of academic course work for the Certificate or 126 to 135 hours for the four-year Advanced Diplomas. At least 30 hours of the total must be taken at Penn View Bible Institute. Consult the individual program descriptions in the current *Catalog*.
2. Completion of all course requirements of the particular program of study, including any required internships, music organization course work, and student teaching.
3. A cumulative grade point average of at least 2.0 (C). The Christian Education program requires an overall average of 2.75 and 3.0 in the major subjects.
4. Recommendation of the faculty.

In addition to these general requirements, there may be other specific program requirements. Ultimately it is the student's responsibility to see that he has completed all requirements, including course requirements for graduation. A student

planning to graduate should file an application (available from the Academic Dean's office) during the first semester of the year in which he plans to graduate.

The school account must be paid before the student may graduate.

The school account must be paid and all courses completed before the diploma will be given.

If a graduate returns for a second program, he must take at least 30 additional hours.

5. Graduation Honors

Each year a valedictorian and salutatorian are selected from the graduating class to be recognized as having achieved the highest and second highest level of scholarship respectively among their classmates. The criteria for eligibility are as follows:

1. Have a grade point average of at least 3.0 (B) for the entire four-year program,
2. Be enrolled in one of the four year advanced diploma programs,
3. Be a student at Penn View Bible Institute for the last two years of training,
4. Be a full-time student for both semesters of the senior year. Exception is made if the student is still finishing a four-year program in four years.
5. Plan to participate in commencement exercises,
6. Exhibit character consistent with Christian scholarship.

A graduate of the 4-year program who returns to take another program is not eligible for graduation honors unless he has taken 42 hours additional work toward another advanced diploma.

6. Examinations

Students are expected to take scheduled examinations at the announced times unless prior arrangement has been made with the instructor. A semester final examination taken later than the announced time must also be approved by the Academic Dean. Scheduled exams missed for other than excused absences may or may not be retaken, at the discretion of the instructor. When a make-up exam is given in the case of an unexcused absence, a late examination fee (\$1.00 or \$2.00) must be paid at the business office where a late exam permit slip will be issued. In the case where the instructor elects not to give a make-up examination, an "F-0" grade will be given for the missed test. No late exam fee is required in the case of a test missed for an excused absence. Unscheduled ("pop") quizzes missed for unexcusable reasons may or may not be given, also at the discretion of the instructor.

7. Academic Course Load

Fifteen hours is considered a normal course load. Students must have permission to carry more than 17 hours (including music organizations and private lessons). Students who are employed full time (32 hours per week or more) must receive permission from the Academic Dean to take more than 13 hours (including music organizations and private lessons).

8. Academic Probation

Any student who fails to maintain a 2.0 (C) grade point average for the semester is placed on academic probation. The student

must carry a reduced course load as well as demonstrate significant progress toward remedying this deficiency the following semester. If substantial progress is not made toward reducing the deficiency during the probation period, the student may enroll only by permission of the Academic Dean. A student may not remain on academic probation for more than three successive semesters. Students on academic probation will not be eligible for class office or participation in student musical groups. A person on Academic Probation must decline any position or relinquish his position if already elected. Extra-curricular activities may also be restricted. Academic probation will be indicated on the student's transcript.

9. At-Risk Student Assistance

At-Risk Students are directed to weekly sessions where a faculty member provides assistance towards better study skills.

10. Schedule Change

Within the first week of the semester, a student may drop and/or add a course to his schedule, with the approval of the Academic Dean. After the first week, a student may not add a course to his schedule.

A student may withdraw from a course at any time during the semester with the approval of the Academic Dean. The assessment of grade is as follows:

Within the first week	No assessment
Within the second through sixth weeks	WP or WF
After the sixth week	F

A grade of WP or WF is given based on the student's standing at the time of withdrawal.

After the sixth week, a grade of F is automatic unless there are circumstances that necessitate such withdrawal.

11. Withdrawal from School

Any student who desires to withdraw from school must complete a withdrawal form available in the school office. Until this form is completed and submitted, the student is considered officially enrolled even though he may not be attending classes. Class absences continue to accumulate, and the student is not eligible for any refund of charges until he is officially withdrawn.

12. Auditing of Courses

Under this provision, regular students may take courses for personal benefit without the responsibility of completing assignments. An audit student will be required to take notes (unless some handicap prevents it), but he will not take the final examination. Attendance requirements are the same for all students regardless of status. "Audit" will appear on the transcript. Consult the fee schedule for audit charges.

13. Transfer of Credit

Academic credit earned at other similar institutions may be received in transfer and applied toward a program of study at Penn View Bible Institute. Only courses in which a grade of C (2.0) was earned and which will apply toward program requirements are transferable. This determination will be made through an evaluation by the Academic Dean. At the present time Penn View is accepting a limited amount of college level work done through Accelerated Christian Education (ACE) in transfer, as long as the specific courses are applicable to programs at this institution.

No more than 15 hours of correspondence work from a recognized school may be applied on a diploma program.

14. Transcripts

Any student desiring a copy of his transcript to be sent to another school may request it by notifying the Academic Dean's office and furnishing the name and address of the institution to which it is to be sent. The first transcript will be sent free; subsequent copies will cost \$2.00 each. No transcript can be sent until all financial obligations have been met, or satisfactory arrangements made with the Director of Finance.

C. Study Habits

God's will for each young person in this period of life is the mastery of each subject studied. This forms one of the most important parts of school training. Good study habits begin with the proper attitude toward studies, recognizing them as from God, and doing them "as unto the Lord." Here are some practical helps:

- 1) Schedule a regular time for study and start promptly without procrastination.
- 2) Collect all the materials you will need and set aside anything which distracts from your concentration.
- 3) Study in a quiet place where you can commit yourself to work.
- 4) Before beginning your work, commit your study time to God in prayer. You are His child, and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth.
- 5) Concentrate on the work and refuse to entertain irrelevant thoughts.
- 6) Budget your time to cover all of your studies.
- 7) Skim over the whole assignment to get the main points. Then reread for details.
- 8) Outline the material and take notes.
- 9) Study the examples, maps, charts, and footnotes.
- 10) Use your dictionary regularly to check spellings and word meanings.
- 11) Review your study materials.
- 12) Do your own independent research. Examine topics which are related to your class assignments. Be curious!
- 13) Do your own work. Don't ask for help unless you are absolutely certain that you are unable to do the work by yourself.
- 14) Be dissatisfied with any effort which falls short of your best. Work up to your potential.

D. Music Lesson Policy

- 1) A minimum of twelve (12) lessons is needed in order to receive credit or a grade. No more than sixteen (16) lessons will be given per semester.
- 2) The charge for private instruction is a semester charge. The student is allowed two weeks to make schedule changes; charges will be only for the lessons taken. After the two week period, the general refund policy will apply:

Withdrawal during the third or fourth week	60%
Withdrawal during the fifth or sixth week	50%
Withdrawal after the sixth week	0%

 Students who wish to withdraw prior to completion of a full term of study may do so only after properly completing a withdrawal petition. The charges are based on the semester.

- 3) Lessons missed for sickness (maximum of 3) may be made up.
Lessons missed at the fault of the student will not be made up.
Lessons missed at the fault of the teacher will be made up.
- 4) The teacher is not required to give a lesson if the practice requirement has not been met. If the lesson is given, it will be considered a make-up lesson.
- 5) The normal length of a lesson is:

Beginner (Piano & Instrumental)	20 minutes
Intermediate	30 minutes
Advanced	40 minutes

The length of the lesson may have to be adjusted when we are on the revival schedule.

- 6) The practice requirements are:

Non-Music Majors	2.5 hours/week
Music Majors:	
Applied Major	5.0 hours/week
Applied Minor	2.5 hours/week

E. Library Policy

The school library is an essential part of any school, but the individual student must apply himself if he is to realize the proper value from the resource materials available. It is important that each student become familiar with how to use the library facility. The librarian is available to assist in locating materials and to teach the different facets of library use. Penn View maintains one library that serves the High School and the Institute.

The Penn View Bible Institute library has been designed as a place conducive for research, study and relaxation. Penn View librarians are available to help you use library resources and services. The library has developed the following values and policies for you to help us continue maintaining a library that is conducive to research, study and relaxation:

1. Library Values

1. Students are asked to follow institutional policies that apply to the library and its services.
 - Members of the opposite sex are not to sit beside each other on library couches.
 - Students must observe the institution's technology policy when using library technology.
 - High School classroom policies apply to library study halls, including no cell phone use.
2. Students will be expected to respect fellow library patrons as well as library personnel.
 - Students need to maintain a quiet voice in the library.
 - Refusing to respect fellow students and/or library personnel may result in you being asked to leave the library, as well as, a report of your conduct given to appropriate administration.
3. Students will be expected to practice the principles of Christian stewardship by responsibly using, maintaining and returning library equipment and resources.
 - All library resources that you wish to use outside the library must be checked out to you.
 - When you borrow library resources you are responsible to return them on time and in good condition. Fines/fees apply for cases where this doesn't happen.
 - No eating or drinking around library technology.

2. Library Hours

Monday	8:00 a.m.	4:00 p.m.
Tuesday Friday	8:00 a.m.	4:45 p.m.
Monday, Tuesday, Thursday	7:30 p.m.	10:00 p.m.
Wednesday	8:30 p.m.	10:00 p.m.
Saturday	1:30 p.m.	4:30 p.m.

- The library will close for chapel on Tuesday and Friday from 10:20 a.m.-11:05 a.m.
- The library will close during campus events as approved by the librarian.

3. Library Checkout Policies

1. General collection resources and periodical back issues may be checked out for a two-week time period.
2. Reserve collection resources may be checked out for twenty-four hours, unless otherwise indicated by faculty.
3. Reference, archive and current periodical resources are only available for use inside the library.
4. General and reserve collection resources may be renewed as long as no hold has been placed on the resource. Renewals may be made over the phone as well as in person.
5. Library patrons may put a hold on a library resource that is currently checked out to them—this may be done in person or over the phone. A library resource cannot be renewed by the current borrower if a hold has been placed on the resource. In the case of multiple holds on a resource, faculty has priority. Otherwise, priority is based on a first come basis.

4. Library Fine/Fee Policies

General collection and 15¢ per day fine periodical resources

Reserve collection resources	\$1.00 per hour fine
Copies	5¢ per side

1. Library patrons cannot borrow any library resources until all library fines are paid.
2. Fines for a library resource will not exceed \$15.00. At the point of reaching the fine limit, the resource may be considered lost and the patron will pay a replacement copy fee. Any library patron who loses or damages a book must pay a replacement fee before borrowing any more library resources.

5. Library Disciplinary Procedures

- Step 1** The library worker will come to you and tell you how you are being disruptive and kindly ask you to stop
- Step 2** If you continue, this will be considered your first offense and you will be asked to leave the library for the day and will take a disruption slip with you to be signed by the social dean if you are on-campus and the academic dean if you are off-campus. You will not be allowed back in the library until the library has a signed copy of your disruption slip.
- Step 3** If there is a second offense you will not be allowed back in the library for a week and must follow the same procedures explained in Step 2.
- Step 4** If there is a third offense you will not be allowed back in the library for the rest of the semester except as agreed on by the Dean of Student and Academic Dean.

Temperance is mastering my own desires in order to subordinate them to the grand purpose of God in my life.

Temperance is the virtue of one who has mastered his desires and his feelings. He bases decisions on “what I ought to do,” not on his whims or his convenience. Since temperance places fifth in Peter’s spiral of virtues, we can expect it to be a fruit that ripens slowly. Success in temperance is the result of rigorous self-control. Physically, self-mastery requires the gymnastic discipline of an athlete. Spiritually, the demands are no lower. In both ways, self-mastery is gained by self-control. Paul compares the two in I Cor.9:24-27 and reminds us that our trophy will not be a fading laurel wreath but an incorruptible crown.

A. Discipline

Temperance means self-mastery, and it is accomplished by self-control or discipline. The follower of Jesus Christ is often called a *disciple*. This involves not only acquiring knowledge of what a teacher has to offer but also conforming one’s life to the pattern of the “Master” so that the disciple becomes just like his teacher. Jesus taught that “every one that is perfect (or mature) shall be as his master” (Lk.6:40). From the concept of discipleship, we get the word *discipline*. It includes the development of the “whole life.” True Christian education cannot exclude any area of life.

Discipline, then, is the means to self-mastery, and it involves subjecting every effort and every decision to the overall purpose of our lives. Christ Himself gave us a perfect example of discipline. He bent every effort and gave all His energy to the purpose for which He came. In the end, He willingly gave His life for all of humanity. His whole life, and even His death, was controlled in such a way that every detail contributed toward His goal.

The grace provided and the work done in our lives through the initial works of redemption are wonderful, yet each of us has a life-long task in developing the finest of Christian graces and character. This development cannot take place without discipline.

In the very process of life, we must assume the responsibility for ourselves and our actions; this is the way we demonstrate our maturity to others. The Apostle Paul spoke of the growing up process in these words, “When I was a child, I spake as a child, I understood as a child, I thought as a child; but when I became a man, I put away childish things” (I Cor.13:11). Putting away “childish things” means more than exchanging small toys for big ones! It is taking responsibility for our actions and choices, disciplining ourselves to keep our over-all purpose in view.

Discipline can come either from within ourselves or from an authority structure on the outside. As we discipline ourselves, we will not need others to impose discipline from the outside. With a little insight from the original language, I Cor.11:31-32 explains, “If we would judge (examine or discern) ourselves, we should not be judged (tried and sentenced). But when we are judged (tried and sentenced), we are chastened (disciplined) of the Lord, that we should not be condemned (along) with the world.” When we correct our own problems, the Lord does not

have to chasten us. The same thing is true in regard to the discipline we receive from school authorities. The goal is a self-disciplined character, conformed to the image of Christ.

Penn View makes use of the demerit system for enforcing imposed discipline. Those students who will not exercise the necessary self-discipline to stay within the guidelines of proper conduct, personal grooming, and appearance defined as Biblically appropriate for all students of Penn View will be subject to disciplinary action.

1. Disciplinary Procedure

Good behavior is expected from every student. It should be the outflow of life from one who is saved and walking in the light. It has been recognized for centuries that rules and laws are necessary, but most of such rules are for the undisciplined individual. Paul says, “The law is not made for a righteous man, but for the lawless and disobedient” (I Tim.1:9-10). If one is trying to live for Christ, most of the rules are not needed but will be kept automatically. Rom.13:9-10 testifies that true love will keep us in proper behavior. Certainly in a Christian school, all the rules should be kept willingly.

Every student is under the authority not only of the Administration of PVBI, but of every faculty member. Misconduct by any student can be handled by any faculty member, whether or not he has the student in class.

For those few students who must learn obedience the hard way, there are penalties connected with the enforcement of the rules found in this handbook.

Several steps may be taken in the disciplinary process, but the process does not automatically include every step. The seriousness of the misconduct, the attitude of the student, the record of the student, and other matters will be considered in determining the course that will be pursued. Some of the steps in the disciplinary process are:

- Warnings to the individual student
- Points
- Contact with parents (for those under 21)
- Issuance of Demerits
- Room Campusing (Boarding Students)
- Probation
- Suspension
- Expulsion

These are explained in fuller detail below.

2. Demerit System

Since PVBI makes use of the demerit system as a means of effecting discipline, it is important for all students to think seriously about their attitude toward the demerits they receive. Any faculty or staff member, in dealing with a problem, may recommend demerits be given the offending student. Demerits may only be issued, however, by the President, Academic Dean, Principal, Director of Operations, Dean of Students, and Social

Deans. A copy of the demerit report will be sent to the parents of students under age eighteen.

When demerits have been issued, they are filed in the Registrar's Office and remain a part of the permanent record unless removed by vote of the faculty. (No more than two [2] demerits will be removed at a time.) The student must correct the problem and continue in good behavior before the faculty will consider removing demerits. Any student who does not conduct himself according to the guidelines in this handbook and accepted school policy may be given demerits. The seriousness of the infraction will determine the number of demerits given. The number of demerits issued will be increased for repeated infraction of the same rule.

a) Demerits, Types of Offenses

Demerits may be received by accumulating a number of lesser offenses. However, demerits will also be administered 1) for offenses that are more serious and 2) for persisting in the disobedience after repeated warning. Following is a sample list of offenses that may require demerits.

- Refusing to obey (insubordination)
- Offenses repeated after warning
- Indecency
- Unnecessary physical contact with the opposite sex
- Women cutting or trimming hair
- Disrespect for authority
- Lying

b) Demerits, Penalties

When a student accumulates 10 demerits he is placed on probation. If 20 demerits are accumulated, the student is suspended from classes for one week. If the accumulated demerits reach 25, the student will be expelled. Any infraction of a serious nature may be considered as sufficient reason for immediate expulsion of the student. (See below under **Suspension or Expulsion**.)

3. Disciplinary Probation

This gives the student an opportunity to correct his problem. If improvement is not made to a satisfactory level, he will be expelled or asked to withdraw.

a) Probation, Types of Offenses

Conduct which will lead to probation includes:

- 1) Continued deliberate disobedience
- 2) A rebellious spirit which is unchanged after considerable effort is made by faculty and administration.
- 3) A continued negative attitude and bad influence upon the other students.
- 4) A serious breach of conduct either inside or outside the school which has an adverse effect upon the testimony of the school.

b) Probation, Particular Explanations

When a student is placed on probation, his parents are notified (if he is under 21) and may be requested to come for a conference with school authorities. In some cases, additional correspondence with the parents is necessary after the initial notification, especially when the desired improvement in conduct is not made. A student is subject to the following restrictions while on probation:

- 1) He may not participate in special activities.
- 2) He must relinquish all positions of trust and responsibility until re-instated.
- 3) Dormitory students on probation will be restricted to the campus except for outside employment.
- 4) Dormitory students on probation will have their social privileges reduced.

4. Suspension or Expulsion

Serious offenses against the rules may require temporary suspension (1 - 5 days) or even expulsion (at least the rest of the year).

- 1) A student who is suspended will not be permitted to attend school or to attend school functions during the period of the suspension.
- 3) The absences resulting from suspension will be recorded as unexcused. In addition, no make-up of work for assignments missed because of the suspension will be accepted. All such assignments will be recorded as zero.

a) Suspension or Expulsion, Types of Offenses

Offenses which may mean suspension (1 - 5 days) or expulsion (at least the rest of the year) include:

- Offenses against school policies
- Willful damage of facilities
- Encouraging others in any violation of rules
- Involvement in activities with improper sexual overtones—(Pornography, physical contact, gestures, language, etc.) (Sexual relations outside of marriage (on or off campus)
- Profanity, slang words
- Unnecessary physical contact
- Cheating or helping to cheat
- Stealing
- Lying
- Drug Abuse

B. Classroom Conduct

- 1) Courtesy and respect are the keys to developing a classroom environment conducive to learning. Each student is responsible to govern his own conduct by showing respect and courtesy to his teacher and fellow classmates. Misconduct and disrespect will not be tolerated.
- 2) Proper respect must also be shown for the furnishings, fixtures, equipment, and buildings. These are for use in the educational process and were dedicated to God for that purpose. Abuse, sabotage, or voluntary breakage will be dealt with seriously and may result in the student or parents becoming responsible to pay for repair of damaged property.
- 3) Distractions, interruptions, and other disruptions are not appropriate. The person responsible for such conduct will be subject to disciplinary action. Activities which are not acceptable in the classroom include:
 - Talking without permission
 - Writing or passing notes
 - Eating or gum chewing (exceptions may be made)
 - Throwing objects
 - Doing homework for another class

Possession of knives, firearms, or matches

Any other type of misconduct will be dealt with by the teacher and/or the Administration.

- 4) Cell phones must be turned *off* in the classroom.
- 5) A vending machine has been placed in the Classroom/Administration Building. Teachers may reserve the right to prohibit beverages in their classroom.
- 6) Class parties may be approved at the discretion of the teacher.
- 7) Cheating or dishonest conduct of any kind that involves class work, quizzes or examinations will cause that student to be subject to failure of the course, suspension, or expulsion from school.
- 8) Students are expected to be in their respective seats by the time class is to begin, and they are to remain in their seats until the class is dismissed by the teacher. Permission to leave the classroom during class must be secured from the teacher.
- 9) Further information on the disciplinary process may be found in the section on **Discipline**.

C. Automobile Regulations

Penn View Bible Institute reserves the right to regulate the use and operation of all vehicles on the campus and to control which students will be permitted to bring a vehicle to school. The following regulations apply:

- 1) All motor vehicles must be licensed, insured, and properly registered with the school.
- 2) No dormitory student under age 18 may bring a motor vehicle to school except in extreme cases.
- 3) Students who drive to school are permitted to park only in the designated student parking area.
- 4) Dormitory students may park only in the two areas east of the dormitory buildings.
- 5) The speed limit must be observed at all times. Campus roads: 15 mph; Parking lots and near school building: 10 mph.
- 6) No dormitory student may operate a vehicle that is not registered in his name in the Registrar's Office without permission from the person in whose name the vehicle is registered in the Registrar's Office. The school will not be responsible for vehicle damage, property damage, or bodily injury.
- 7) There will be no driving of, sitting in, or fooling around with cars driven to school, including faculty and staff cars. This applies before school hours, during school hours, at lunch time, and after school hours. Except for special permission, there will be no driving of the vehicle until the student is dismissed for the school day.
- 8) Students who drive in such a way as to bring reproach upon themselves and the school may have the privilege taken from them.

D. Dormitory Decorum

1. Dormitory Life

Dormitory life is directed and supervised by the Director of Operations Dean of Students, Social Deans, Assistants, and Monitors. The Social Deans have overall responsibility of this area as well as other areas of campus life. Any student who is having a problem socially, academically, or spiritually may go to the Social Deans for counsel. They stand ready to help the student in whatever way they can to overcome his/her problem.

2. Student Oversight

All students of PVBI under age 25 are required to live in the dormitory unless they are living at home. A student who desires to live elsewhere must make request to and receive permission from the Administration before doing so. When students arrive on campus, they will come under school regulations upon arrival, even if school is not in session. If a student is returning from home, when the dorm has been closed over a holiday, he/she will come under school rules upon arriving on campus. At all times, conduct should be consistent with Christian principles.

3. Dormitory Room Assignments

Rooms will be assigned by the Social Deans in charge. If a student desires a certain room and/or if he desires to room with a certain person, request should be made to the Social Dean. Proper consideration will be given to the request. The Social Dean has the final decision on placement of students, including authority to change roommates if it is thought necessary and advisable. Students may not sleep in rooms other than their own without first receiving permission from the Social Dean.

4. Dormitory Housekeeping

All dormitory rooms are to be kept neat and clean at all times. Daily inspections are made by the Social Dean and demerits will be given for continued disregard for this responsibility. Beds are to be made each morning. Clothes and other personal belongings are to be in their proper place. Trash containers are to be emptied each day and the room must be kept clean and well cared for. Laundry is to be done on a regular basis.

5. Visitors in Dormitory

No student may receive a visitor or visitors without first receiving permission from his/her Social Dean. (Commuting students are considered visitors.) If any boarding student sees someone in the dormitory who does not live there, it is his/her responsibility to ask for whom they are looking or to ask them, "May I help you?" If they are not there to visit someone, their name should be taken and the Social Dean notified as soon as possible. Male students may not call at or enter the women's dorm and female students may not call at or enter the men's dorm without first securing permission from their respective Social Dean.

6. Music in Dormitory

It is a special privilege for students to be permitted to have personal radios, CD players, tape players, and musical instruments in their rooms. Care must be taken at all times to insure that all music and other programs are played at a volume level that will limit them to the room in which they are being played. Penn View has established guidelines concerning the type of music that is acceptable to be played over one's personal radio, CD player, tape player, or musical instrument. These are listed under Music in the section on Godliness. The following policies apply especially to music in the dormitory:

- 1) The Social Deans maintain the right to confiscate CDs, tapes, radios, CD players, tape players, or musical instruments which are used to produce any music that is not consistent with the above guidelines. Confiscated items will not be returned until the student leaves campus at the end of the semester, and may not be brought back on campus.

- 2) A student who has a problem refraining from listening to programs or music considered unacceptable will be restricted from using headphones.
- 3) All radios, CD players, tape players, etc. must be turned off at 10:00 p.m., except on Friday and Saturday.

7. Privacy in Dormitory

Although many students reside in the same dormitory, each student has his room of residence. All students and visitors are to respect the privacy of others by knocking and receiving permission before entering another person's room. No student is to enter the room of another student in his/her absence unless accompanied by the Social Dean. Even this should be with the permission of the occupant. No student should alter, remove, or in any way tamper with any item belonging to another student or any other person without first receiving permission from the owner. The Social Deans reserve the right to enter rooms and inspect the contents when needed.

8. Study Hours in Dormitory

Because of the varied schedules of work and study, these hours must be observed in a quiet and peaceful manner. Quiet is the appropriate atmosphere, and quietness is required of all during this time of study. Study hours should be kept free of other engagements and activities except for necessary scheduled music practice.

The regulations applying to study hours are:

- 1) Study hours are scheduled from 7:00 to 10:00 p.m.
- 2) Wednesday evening and whenever services are held in the Chapel that all students are required to attend, study hours will begin fifteen (15) minutes after the close of the service. Within this fifteen minutes, all students are to return to their rooms for study unless they are personally engaged in prayer for someone or themselves at the altar.
- 3) If a student has been diligent in his studies, he may ask and receive permission from the Social Dean to have "late lights" for study.
- 4) Students may be granted permission to study together quietly. This permission must be secured from the Social Dean.
- 5) There is to be no loitering in the halls, lounges, or restrooms, during study hours. Visiting will not be permitted except by permission of the Social Dean.
- 6) A part of the scheduled study hours may be set aside for group devotions or prayer, by the Social Dean. All students are expected to participate in such designated group devotional and prayer times.
- 7) All students are required to observe study hours unless permission has been secured from the Social Dean for some other activity or off-campus employment. The Juniors and Seniors who are not on academic probation, Sophomores who are maintaining at least a 3.0 cumulative average and Freshman who by their first semester have a 3.0 cumulative average may choose whether or not they would observe study hours. If a student is below a 2.0 average at mid-term, he or she would lose the privilege. This policy will be managed by the Registrar's office in conjunction with the Dean of Students.

9. Furnishings and Decorations, Dormitory

All rooms are furnished with bed, chest of drawers, closet or wardrobe, and sometimes desk and chair. These are placed there for long-term use. Care must be exercised at all times. Any damage to the dormitory facility or furnishings should be reported as soon as possible to the Social Deans. The cost of any such damage caused by carelessness or inappropriate behavior will be charged to the student(s) responsible for such damage.

- 1) Students may not rearrange the furnishings in dormitory rooms without permission from the Social Deans.
- 2) Pictures, posters, plaques, and other items used in decorating rooms must be in harmony with Christian principles, doctrines, and ideals.
- 3) If a student desires to replace any furnishings in the dormitory room with those of his own, permission must first be secured from the Social Dean.

10. Behavior in Dormitory

Since many students must live together in the dormitory, each person's actions, attitudes, reactions, and general behavior are very important to consider. If each student will strive to exemplify Christ in attitude and action, there will be few problems. Following are some guidelines for appropriate behavior in the dormitory:

- 1) Loud noises, whistling, yelling, banging doors, etc. are not permitted in the dormitory.
- 2) Wrestling, boxing, scuffling, or any type of roughhousing is not permitted.
- 3) There is to be no running, pushing, forcing doors open, or throwing objects inside the dormitory.
- 4) Boarding students may not make or throw snowballs anywhere on campus except on the hillside between the dining room and school building. During school hours, there is to be no making or throwing snowballs.

Let each one govern his actions with consideration for others and for the furnishings belonging to God.

11. Miscellaneous Regulations, Dormitory

The following rules will aid in the proper operation of the dormitory.

- 1) Unless fully dressed, all students must wear a robe when in the dormitory hall, lounge, or in a room with the door open. The robe must be of sufficient weight and length to properly cover.
- 2) Students are not to hold conversation through dormitory windows. Men are not to loiter at or near the entrance to the women's dormitory and vice-versa.
- 3) Dormitory students may not miss class without first notifying their Social Dean. Students who are too ill to attend classes shall be confined to their dormitory rooms for the entire day unless the School Nurse gives specific direction otherwise. The School Nurse must communicate with the Social Dean regarding such cases.
- 4) After the last class of the school day, students must return to the dormitory. There is to be no staying at school unless the student is either studying in the library, doing regular work hours, or doing regularly scheduled music practice.
- 5) No student is permitted to bring a pet to Penn View or to take one into the dormitory.

- 6) Students are not permitted to use electrical appliances in their rooms. Refrigerators (less than 5 cubic feet) are permitted in Zechman Hall by approval of the Director of Finance, with an additional charge. There is to be no cooking or heating of foods in dormitory rooms.
- 7) No firearms of any kind are to be taken into dormitories. Possession and discharge of fireworks is also prohibited.
- 8) Matches, lighters, candles, incense, and other fire hazards are prohibited in the dormitories.
- 9) All students are expected to cooperate in conserving electricity, water, and heat.
- 10) All boarding students are expected to be in the dormitory by 10:00 p.m. Saturday through Thursday and 11:00 p.m. Friday, unless working off campus later than that time.
- 11) When leaving the general vicinity of the dorm, except for attending classes, boarding students must sign out on the form provided and must sign in upon their return. This applies whether specific permission was secured or not.
- 12) Cigarettes, alcoholic beverages, illegal drugs, etc. are not permitted anywhere on campus.
- 13) Food kept in dormitory rooms must be kept sealed in a tight container.
- 14) It is our intention that all video that is viewed in the student residence halls will have passed through either our filter or an administrator's review. We intend to build accountability relationships so that students periodically experience a conversation helping them deal with an avoid evil.
- 15) There is to be no sowing of discord among fellow students - no talking against rules, deans, teachers, administration, other students, or complaining about punishment. Questions and complaints should go directly to the proper authorities. See the **Appeal Process** under **Miscellaneous**.
- 16) A time for personal devotions begins at 10:10 p.m. All students must be in their rooms by 10:30 p.m. Saturday through Thursday and 11:30 p.m. Friday. Lights must be out at 11:00 p.m.
- 17) Quiet time will be observed from 1:30 p.m. to 3:30 p.m. Sunday afternoons. Such things as reading, praying quietly, or sleeping are to be done. Each student is to be in his own room unless specific permission has been received from the Social Deans.
- 18) Male students may not have female students do their personal laundry. They may request permission from the Social Dean to have repair work done by the women.

12. Telephone for Dormitory

- 1) Calls may be placed or received on the campus telephones.
- 2) Calls may be initiated or received via campus telephones or cell phones *only* between the hours of 6:00 a.m. and 10:50 p.m. unless there is an emergency.
- 3) Students may not communicate with their boyfriend or girlfriend during study hours by phone (including cell phones) unless permission is granted by the Social Dean and/or Monitor. Phone calls may be made between the hours of 6:00 a.m. and 10:50 p.m. except during times when cell phone use is prohibited. See VI.B.Classroom Conduct paragraph 4.

- 4) During study hours, calls on campus telephones will be limited to 15 minutes.
- 5) During study hours and quiet times, the deans or monitors are responsible for answering the telephone.
- 6) Requests for late lights will be decided based on how much total time the student has been on the phone during study hours. If the student has been on the phone (or cell phone) more than 30 minutes total during study hours, late lights will be denied.
- 7) Students on Academic Probation will not be permitted to initiate a phone call during study hours.
- 8) Cell phone policy abuse could result in restriction of cell phone privileges.
- 9) The following disciplinary procedures may be followed for cell phone privilege abuse:
 - 1st Offense: Cell phone will be confiscated for a week during the night hours.
 - 2nd Offense: Cell phone will be confiscated for a week around the clock.
 - 3rd Offense: Cell phone will be confiscated for a month around the clock.
 - 4th Offense: Cell phone will be confiscated for the rest of the semester.

13. Off-Campus Short Trips, Dormitory Students

- 1) Students who are at least 18 years of age may sign out and leave campus to go any approved place within 20 miles of campus. Students under 18 must first obtain permission from the Social Dean. All students must obtain permission if they are planning to be gone past 7:00 p.m. on weekdays. If a student cannot return by the expected time or by the 10:00 p.m. curfew, he/she must notify the Social Dean by phone and receive permission for staying longer than was expected.
- 2) Mixed groups must have special permission.
- 3) Homes and cabins on the school property are considered off campus to students and carry the same restrictions as other areas off campus. Students may visit faculty houses with permission of the Social Dean.
- 4) Any student desiring to go beyond the 20-mile limit must obtain permission before going.
- 6) Requests for Friday evening or Saturday must be approved before 6:00 p.m. Friday.

14. Off-Campus Overnight Visits, Dormitory

Students may occasionally want to spend the night or weekend with a friend, relative, or faculty family. The following regulations apply:

- 1) A permission request form must be filled out, submitted, and approved before a student may leave.
- 2) Request must be made at least 24 hours in advance.
- 3) Approval will not be granted until permission is received from the parent of the home to be visited. This permission can be either verbal or written but must come directly to the Social Dean.
- 4) All students under age 18 must, in addition, have permission from their parent or guardian before approvals will be given. Permission must be obtained for each visit; it must be in writing, and must name the home to be visited.
- 5) The Social Deans reserve the right to deny any request, even though parents of both homes have

given permission, if it is believed to be in the best interest of PVBI or the student.

- 6) School rules regarding dress, conduct, and church attendance apply to all students visiting in homes overnight or for holidays and weekends.
- 7) Students may not leave the dorm from 11:00 pm to 5:00 am for any reason without special permission from the social deans.

15. Social Activities

Class activities and other social activities are planned at various times throughout the year. These are times of enjoyment and relaxation. Attendance at these activities is by approval only. Only those invited and who have secured permission from their Social Dean, if a dorm student, may attend. All school rules and policies are in effect at such activities (Dress, Behavior, Social, etc.).

VII. PATIENCE

Patience is enduring hardship in order to accomplish an assignment.

Someone said patience is the ability to keep your motor idling when you feel like stripping your gears, but that is not what the New Testament usually means by patience. That would describe longsuffering. Patience, however, is the ability to endure difficult strain. Longsuffering means we do not retaliate when we are wronged, while patience means we do not quit when the going gets rough. Longsuffering is passive, patience is active. Patience pushes ahead. Patience shoulders the load and keeps going. The patient man does not swerve from his purpose.

A. Student Work Program

The Work Program at Penn View is administered by the Work Director and/or work supervisors. All students who live in the dormitory are required to render a certain number of hours of work each week, as assigned by the Work Director. This requirement is not to exceed three (3) hours per week. Day students may also be called upon occasionally to render service. Students accepted on the Work Scholarship Program must work in addition to the above required number of hours to help pay for their education. It is through this Work Program that tuition, room and board rates are kept much lower than would normally be possible. The following rules apply to the Work Program:

- 1) When a job is assigned to a student, it becomes the responsibility of the student to see that it is completed properly and on time.
- 2) Assigned jobs have assigned times; a student having been assigned a specific job must be on the job during the assigned time unless permission has been granted by the Work Director to do the job some other time.
- 3) In no case shall a student refuse to do that which has been assigned or refuse to do it at the assigned time.
- 4) If a student is ill and cannot do his/her work, it is his/her responsibility to get another student to cover the job. For no other reason shall a student get someone else to do his/her work assignment, unless it has first been cleared with the Work Director. Any substitute must be approved by the Work Director.
- 5) If a student fails to report for work, is late, or fails to do the work properly, that student is subject to a penalty or disciplinary action. The severity of action will be based on the circumstances and the work record of the student. Privileges may be restricted.
- 6) The Work Director should be notified in advance when janitorial supplies are needed so they can be purchased.
- 7) Work time is not a time for visiting or horseplay. Each student should be diligently working during his/her assigned work time.

- 8) All students must insure that their work is done before leaving for vacations. Work scholarship students may be required to remain at school for part of vacation periods in order to work.
- 9) All work hours must be satisfied by the end of the month or privileges will be restricted until the hours are made up or paid for.

Sunday Dining Center Work. We recognize that some work must go on even on Sunday; such is the case in the Dining Center. The position of the school regarding such necessary work is that even though it is necessary, no one works on the campus for pay on the Lord's Day. Each boarding student must do his/her part to see this necessary work is done. Assignments will be made by the Work Director and posted. It is the responsibility of each student to check the assignment list each week. When a student is assigned a task, that student is responsible to be available and to see that the task is properly completed. Failure to check the assignment sheet is not an acceptable reason for neglecting to do an assigned task.

Off-Campus Employment. No dormitory student may seek outside employment unless approval has been granted by the Social Dean. In considering students' requests for outside employment, academic standing will be considered along with general behavior, on-campus work history, and reliability. Students who do work off campus and have an obligation to the school must pay a portion of each pay-check to the school until the obligation is paid. Arrangements regarding the amount of the payment must be made with the Director of Finance. Further details are explained in the *Catalog*.

B. Responsibility

God is looking for responsible people who will take up His work in this world. Ability is not the ultimate value in life. Nothing is more common than the wasted power of genius — men and women of outstanding potential who have never contributed one thing to the progress of either church or society. By contrast, thousands of people with only moderate ability have blessed the world by consistently carrying their load. They have not been super-stars, but they have blessed the world.

Our Lord rewards according to responsibility. The servants in the Parable of the Talents were not rewarded on the basis of ability, but rather **responsibility**. The servant was punished, not because he failed, but because he never tried!

Make it a practice to assume responsibility for the way things go around you. Help someone to do a better job. Encourage a

classmate to excel in his studies. Pick up that piece of trash on the playground. Make the school a better place because you have been here. You may or may not be the Valedictorian, but you can be a blessing.

VIII. GODLINESS

Godliness is living always with a reverent sense of God's presence.

Godliness means that in all the situations of life we are constantly mindful that God is near. He is not a bully, just waiting to strike us if we fail. He loves us. He has given His Son for us. How could He forsake us now? You can rest assured He will never forsake us. However, He does require that we live holy and pure before Him and that we love God and other people with a perfect heart.

On the other hand, godliness is a reverent, respectful awareness that we are totally dependent upon God for everything in life. Because of this, we are thankful for His blessings, for His instruction, and even for His correction. We put God first in all our choices. To do less is idolatry, but when we properly give God first place we are worshipping in the highest sense. This sweet relationship with God pervades all our thoughts.

A. Spiritual Life

Penn View is committed to developing the spiritual life of its staff, faculty, and students in accordance with the principles laid down in Scripture. Devotional life, practical spirituality, and holy living are definite priorities. Holiness of heart will be evidenced by Christlike attitudes, proper evangelistic zeal and appropriate separation from the world.

Spiritual exercises include, but are not limited to, personal devotions, Chapel services, and (for boarding students) regular dormitory "family devotions." Two revival campaigns are conducted each year. Academic classes are opened with prayer and Scripture. Effort is made to integrate spiritually edifying concepts in each subject.

Personal devotions or "quiet times" are stressed as one of the secrets of spiritual achievement. Personal Bible study should carry the classroom learning into the inner life. Our goal is that each one become a "living letter" for the world around us to read.

Spiritual development requires person-to-person contact. Faculty and staff members seek to be a friend, counselor, or even a "prodger" as the occasion may demand. Personal interest and prayers are a way of life at Penn View. If you have a problem, pray about it! Then if you need more help, do not be afraid to ask someone for help.

B. Personal Devotions

The real strength of a true Christian stems from his personal devotional life. This undoubtedly is the most important activity of the day. Our emphasis as a school is first of all on your personal spiritual life. If you are going to be an effective witness, you must develop a regular and purposeful devotional life.

If you do not presently engage in daily private devotional times, you should begin doing so without delay. Just as God walked

and talked with Adam, He also desires your fellowship and communication. Don't put Him off.

C. Group Devotions and Prayer

Prayer groups meet from time to time on campus. Whenever possible, all students should join in these times of banding together and sharing each other's burdens. These have proven to be some of the most rewarding times of the school year. God's Word admonishes, "Bear ye one another's burdens, and so fulfill the law of Christ" (Gal.6:2). Participation in these times of prayer is beneficial to campus life as well as to the individual student.

Dormitory Group Devotions. Regular times are set aside for meeting together for group devotions and sharing. All boarding students are required to be in attendance. Students who work off-campus during this time are excused.

D. Chapel

Chapel services are held three days per week, when school is in session. This is a high point in the academic day and is meant to be a time of spiritual enrichment and challenge.

All students are required to attend and should be punctual. Students will have assigned seats and will be expected to sit in their assigned seats for each service.

The following policies will help us to achieve the maximum benefits from Chapel:

- 1) Students will quietly proceed to their assigned seats.
- 2) An attitude of reverence for God's house will be maintained by closing one's eyes during prayer, refraining from talking or doing anything to distract from the service.
- 3) Students should sing in the song service, should bring their Bibles and use them during the preaching to follow the minister's message.
- 4) Studying should never be done during Chapel.
- 5) Contact between male students and female students via note-passing or other means is definitely forbidden.

E. Church Attendance

Christian Education is hardly complete without regular involvement in a local church.

1. Church Attendance, Commuting Students

We encourage all students to attend worship and church services regularly.

2. Church Attendance, Dormitory Students

There are several good churches in the area. Students are required to attend regular church services each week, but they may choose which church they wish to attend. The choice is subject to the approval of the Social Dean.

Proper dress and conduct are in order at all times, but especially at worship services. Reverence and courtesy must be practiced by all students. The following guidelines are set forth by PVBI:

- 1) Students are required to attend a church which subscribes to the Conservative Wesleyan-Arminian doctrine.
- 2) Students have three weeks from the beginning of school to make their choice of churches. (Subject to approval; form must be submitted.)
- 4) When a choice of churches has been made, that church is to be considered the student's home church for the entire academic year. In the event problems develop or for any reason a student becomes dissatisfied with the church, he/she must confide in the Social Dean. Before any change can be made, it must be approved by the Social Dean. Exceptions will be made when parents are visiting and desire to have their child attend somewhere else with them. Arrangements must be made in advance with the Social Dean.
- 5) Students must sit within the front half of the church in area churches and the front one-third in the Tabernacle. Men will sit on one side and women on the other. If parents are in attendance, the student may sit with his parents.
- 6) When attending area churches, the means of transportation must be approved by the Social Dean. No other means may be used without approval.
- 7) Misconduct at area churches will necessitate disciplinary action and can result in the student's being required to attend the same church the Social Dean attends for the remainder of the year.
- 8) When transportation is not available or the chosen church cancels their services, the student must attend the Mountain Road church, unless permission is received from the Social Dean to go elsewhere.
- 9) Cell phones must be turned *off* during church services.

3. Special Services

A variety of special services are scheduled during the school year. Among these are the Inter-Church Holiness Convention, Christmas Musical, School Revival, Missionary Convention, etc. These are times of inspiration, challenge, enjoyment, and spiritual enrichment. Students are urged to take full advantage of these opportunities for character building and spiritual benefit.

F. Christian Service

All students are urged to accept invitations for participation in off-campus, school-approved Christian service whenever possible. These may be opportunities for special singing, visitation, tract work, instrumental music, or personal evangelism. Boarding students must obtain approval in advance of such activities from the Social Dean.

When engaging in any such activity, be much in prayer and be an example of true Christianity with a burden for the lost.

G. Music

Good music is an artfully balanced combination of several features. Music can be evaluated in each of these areas. Let's take a look at a few.

- 1) **Melody** — Its ups, downs, and repetitions create tensions and then resolve them. Prolonged and unresolved tension is not desirable.
- 2) **Harmony** — This joins the Melody and supports its progression. Short, repetitive chord progressions and excessive discord are not marks of good music.
- 3) **Rhythm** — The flowing pattern of normally accented beats gives stability to the Melody and the Harmony. When beats are accented unnaturally or when a driving beat dominates the music, it is unacceptable.
- 4) **Tone Quality** — The tone color contributes to the style of the music. Clear, steady notes are preferable. Distorted sounds, screams, and grunts cannot be consistent with godly music.
- 5) **Resolution** — The music alternates between tension and release. At the end, one has the feeling that the song is finished. Some contemporary music never does return to the proper ending chord; it seems to leave the listener hanging.
- 6) **Absolutes** — Good music follows definite patterns. In much contemporary music, normal patterns of music are intentionally avoided. Scales are altered, and the tempo is varied unpredictably. The standards are all challenged.
- 7) **Communication** — Both the words and the music deliver a distinctive message. Ask yourself, "Are the words Biblically sound? Does the music support the words?" In godly music, both are giving the same message. Gospel truth should not be combined with sensual music styles.

The following guidelines must be followed concerning the type of music that is acceptable to be played over one's personal radio, CD player, tape player, or musical instrument at Penn View:

- 1) Music must be in good taste and must not violate Christian principles in tempo or lyrics.
- 2) Gospel rock, religious rock, worldly music of any kind or religious music and hymns played or sung in such a way or with a beat which makes them sound like worldly music will not be permitted. (This includes many of the popular artists.)
- 3) Music and vocalizations in which the words are suggestive or in which profanity or vulgarity is used or implied are not permitted.
- 4) The Faculty and Administration maintain the right to confiscate tapes, radios, CD players, tape players, or musical instruments which are used to produce any music that is not consistent with the above guidelines. Confiscated items will not be returned until the student leaves campus at the end of the day or at the end of the semester, and may not be brought back on campus.
- 5) A student who has a problem refraining from listening to programs or music considered unacceptable will be restricted from using headphones.
- 6) Permissible music includes: tasteful classical and semi-classical music, music by conservative holiness singers, and orchestrations of hymns and gospel songs performed in a tasteful manner.

IX. BROTHERLY KINDNESS

Brotherly Kindness is the warm appreciation for other Christians as members together of God’s family.

Sometimes we call this “brotherly love.” It means that we get along with our spiritual brothers and sisters. Of course, we will not always agree. Sometimes we will not like what someone else is doing. But we should never forget that he is our brother. Rom.12:10 instructs us, “Be kindly affectioned one to another with brotherly love; in honor preferring one another.” The apostle explains that we should temper our own activities by consideration for our brother. In I Cor.8:13, he exclaims, “If meat make my brother to offend, I will eat no meat while the world standeth....” Rom.14 and 15 also admonish us to be considerate of other Christians. We are free in Christ, yet we are to defer; that is, submit to another’s wishes. By exercising deference, we enjoy the fellowship of the brothers and sisters around us. This is especially appropriate in a Christian school.

A. Dining Center

If everyone exercises charity, courtesy, and consideration, dining will be an enjoyable experience. Students are expected to come to the Dining Center neat, clean, and presentable. The following guidelines are given for proper Dining Center conduct:

Breakfast	(Mon)	7:30 - 8:00 a.m.
	(Tues-Fri)	6:30 - 7:00 a.m.
	(Sat)	8:00 - 9:00 a.m.
	(Sun)	8:00 -8:30 a.m.
Lunch	(Mon – Sun.)	12:30 - 1:10 p.m.
Dinner	(Mon. – Sun.)	5:00 - 5:30 p.m.

- 1) Meals will be served at the stated times. Latecomers will not be served unless prior arrangements have been made with the cook.
- 2) No student is to call the Dining Center to request special treatment, to order food, or to inquire about the menu.
- 3) Loud or boisterous talk, yelling, whistling, throwing water or objects, running, scuffling, and other disruptive conduct will not be tolerated.
- 4) No student is permitted in the kitchen area unless he/she is on duty, working as kitchen help or the dish crew. The only exception is when the student is invited by the cook (not another student) to come into the restricted area.
- 5) All students are to show proper respect in the serving line. Faculty, staff, and guests are to be given priority and permitted to go to the front of the line. Students may not “cut in” or skip ahead in the serving line.
- 6) Dormitory students are not permitted to sit at faculty or staff tables for evening meals and week-ends. These tables are reserved for faculty and staff, their families and their guests only.
- 7) When finished eating, students should excuse themselves before leaving the table. The table should

be left neat and clean for those who may be eating at a later time.

- 8) Care should be taken that food is not wasted. If something is being served that you do not like, ask the person serving not to give you that particular item. Do not criticize those working in the kitchen. Eat everything you have been served and thank God for it; we are truly a blessed people.
- 9) If a student is working off-campus during mealtime, a sack lunch or a tray can be requested in advance, via a form. The sack lunch will be ready at the requested time. When a tray is requested, the student is responsible to have someone see that the tray is taken to his or her respective dorm. Please allow at least twenty-four hours notice for such requests.
- 10) Trays of food may be taken from the Dining Center only for someone who is sick and has been confined to his/her room. Dining Center will furnish Styrofoam trays.
- 11) Commuting students and guests who eat in the Dining Center may purchase a meal. Students will not be permitted to charge meals.

B. Class Organizations

Students will be involved in class organizations and student government. The purpose of the class organization is to encourage and promote high standards of personal and group conduct, as well as to gain practical experience in leadership skills.

The Administration urges all students to participate in their organizational class activities. The Committee authorizes the class officers to proscribe a non-participant from participating in class sponsored activities including junior and senior class events. If the dues are not paid, this is reported on the graduation check sheet and must be cleared before graduating.

1. Class Officers

The officers for each class shall consist of President, Vice-President, Secretary, Treasurer, Chaplain, Reporter, Student Government Representative and appointed or elected Faculty Sponsor.

The duties of the various officers are as follows:

- 1) The President shall preside over class meetings, appoint committees, give direction to the class, and execute the will of the class. He shall make actions with proper clearance from the sponsor and secure his approval before announcing any special activity.
- 2) The Vice-President shall assume the duties of the President in his absence and shall assist in general leadership of the class.
- 3) The Secretary shall record and keep minutes of all class meetings and conduct all necessary correspondence for the class.

- 4) The Treasurer shall collect and deposit all class funds. He shall maintain accurate and up-to-date records in an adequate bookkeeping system, including all income, expenses, and balance. He shall pay from class funds all financial liabilities of the class, report to the class at each business meeting, submit financial records to the meeting, and submit financial records to the Director of Finance whenever requested and at the end of the school year.
- 5) The Chaplain shall have charge of devotions at class meetings and class social events.
- 6) The Reporter shall make reports of class activities to the school newspaper and newsletter.
- 7) The Student Government Representative will represent the class in the Student Government.
- 8) The Faculty Sponsor shall attend all meetings of the organization, assist in planning and executing the goals of the group, guide the students in their group activities, and serve as chaperone at various group activities.

2. Class Organizational Guidelines

Organizational guidelines include:

- 1) To be eligible for class office a student must have good Christian character and testimony and maintain at least a "C" (2.0 cumulative grade point average); except entering Freshmen. If a person is on Academic Probation, he must decline any position or relinquish his position if already elected.
- 2) Class meetings are normally scheduled for the first Thursday of the month during the 10:10 - 11:00 a.m. period. Any additional meetings which are desired must be approved by the Academic Dean.
- 3) All class projects must be cleared with the Business Office. All purchases should be made through the Business Office. Care must be taken that all transactions with businesses are proper and that prompt payment is made. No class may charge purchases at any business without approval from the Business Office.
- 4) All business must be properly cared for by the end of the school year. This includes: paying of all bills, collecting of all funds, submitting books to the Director of Finance, and caring for all items left from fund-raising projects.
- 5) In the selection of class sponsors, the Senior class has first choice, then the Junior class, etc.
- 6) The class sponsor has ultimate responsibility for the conduct of the class members when away from the school as a group and has ultimate authority over the group. Decisions and instructions by the sponsor must be given proper respect and must be obeyed.
- 7) Class money may not be distributed to individual class members for personal gain.
- 8) Any remaining undesignated funds after a class graduates must be turned over to the school.

3. Organizational Treasuries

The following are instructions for a school-authorized bookkeeping system for all treasuries that are part of Penn View Bible Institute.

- 1) All treasuries will use the Penn View bookkeeping and reporting system.
- 2) All money received and all disbursements will be counted and recorded in the Journal. All funds from

class projects should be counted and verified by signature by two persons. A separate form may be used for "Special Projects." The project summary of income and expense will then be recorded in the Ledger.

- 3) Money will be held in a designated money bag in the safe in the Business Office. The President or the Treasurer is authorized to ask the Business Secretary for the bag in order to make deposits or disbursements. The Director of Finance can write any checks that are needed.
- 4) Those organizations that open a checking account must observe the following guidelines.
 - The account name shall be Penn View Bible Institute, Class of ?? (graduation year) or Department name.
 - At least two names must be on the account, one of which shall be the sponsor.
 - No personal accounts will be permitted.
 - No Automatic Teller cards will be permitted.
 - Checkbook balance should be reconciled with the bank statement.
- 5) The Ledger must be balanced every month, and checked with the cash balance for accuracy.
- 6) All accounts will be audited by the Business Office at the end of the school year. Annual reports of cash balance, income, and expense, must be submitted to the Business Office prior to June 1.
- 7) Any remaining undesignated funds after a class graduates must be turned over to the school.

These same instructions also apply to other departmental treasuries.

C. Student Government

The Penn View Student Government is a representative agency of the students in the Institute. The Student Government seeks to promote the interests of the students by:

- 1) Providing activities that will develop the students spiritually, mentally, and physically.
- 2) Inspiring loyalty to Penn View and the principles for which it stands.
- 3) Recommending to the school administration any action it deems wise, either as corrective or promotional for the students as individuals or as a group.

The Student Government will be organized as follows:

- 1) Student Government members must exhibit exemplary Christian character and testimony. If a person is on Academic Probation, he must decline any position or relinquish his position if already elected.
- 2) The President, Vice President, Secretary, and Treasurer shall be elected from a list of nominees in a school-wide election.
- 3) Each class that is not already represented by one or more of the officers will elect one representative to the Student Government.
- 4) The Student Government members will be elected to serve a term of one year.
- 5) The Student Government sponsor is the Dean of Students. The sponsor will exercise general oversight of the Student Government's operation.

D. Social Life

Fellowship and social interaction are wholesome and desirable in developing social graces and the ability to live, work, and

communicate with those around us. It is the desire of the Administration that social development be a part of the student's overall learning experience at Penn View. It is recognized, however, that if the area of social life is left to develop without proper guidance, degeneration occurs which leads to moral laxity and generally unwholesome behavior. The love which God gives, as outlined in I Cor.13, should be the motivating factor in all our social interactions. To do less is to fail in fulfilling the will of God.

- 1) Proper respect must be shown when addressing or when referring to faculty, staff, or administrative personnel of PVBI. The use of proper titles (Mr., Miss, Mrs., Bro., Sis., etc.) is expected in all conversation.
- 2) Students should be acquainted with the basic rules of etiquette and should govern their actions according to these rules.
- 3) Some close friendships will develop among students, but these should not be to the exclusion of others. Students are urged to develop a wide circle of friends and to be genuinely concerned about all fellow students.

E. Student Services

The mission of this department is to provide holistic student services for the purpose of enhancing student life in at least three different aspects: academically, spiritually, and socially so that students will demonstrate development towards an integrated Christian lifestyle.

The department oversees co-curricular student services designed to enhance student life which includes experiences and activities, academic support, interpersonal relationships, ethical and spiritual development, and wellness. Students are encouraged to get involved in the many opportunities at Penn View Bible Institute. This involvement can provide a rich source of new friendships, new ideas and skills, and an enlightened understanding of yourself and others.

The Office of the Dean of Students is the place to go for general information on just about anything in student life. Questions about policies and procedures relating to student and campus life can be referred to this office. The Dean of Students administrates the Dean of Men and Women to oversee campus and dorm life, plan activities, create and implement policy, facilitate student services and maintain healthy campus life. The Dean of Students office works with all Institute departments to assist students with in- and out-of-class needs.

The department provides the following services:

1. Student Advice

- 1) Student receives guidance, mentoring, and advice from a diversity of staff and faculty relating to personal, social, spiritual, and academic life.
- 2) Resident deans for Men's and Ladies dormitories are available for student mentoring involving all aspects of campus life.

2. Food Services

- 1) Nutritious foods served three times daily and a special snack for dorm students on Sunday evenings.

3. Student Activities

- 1) Intramurals: Organized in house team activities including volleyball, softball, basketball, football, and soccer.
- 2) Winters activities: Sledding, Ice Skating on campus pond.
- 3) Student Government program for handling student grievances, special student oriented events throughout the year, student lounge vending machines.
- 4) Fall and Spring all-school picnic
- 5) Weekend volleyball and basketball available for dorm students in elementary multi-purpose room.
- 6) PennStation: Dedicated student lounge/snack area for social interaction, relaxation, and table games.
- 7) Church Attendance: Student opportunities to attend a variety of local churches in our area. This allows students to observe the dynamic of worship, experience spiritual transformation, and interact within the context of Christian fellowship.

4. Health Services

- 1) Health Services: School nurse on call for medical needs.
- 2) Area Orientation: maps provided for new students detailing area medical services.
- 3) Evaluation: Survey polling student life, activities, and social interaction on campus.

5. Student Housing

- 1) Adequate student residential halls with furnished rooms, dedicated lounge and snack areas, laundry facilities, and internet access.
- 2) Resident deans provide pleasant, comfortable residential atmosphere.

F. Extra-curricular Activities

Extra-curricular activities provide opportunities to work and grow together. Interpersonal relationships are developed. Platform skills are practiced, and leadership abilities are strengthened. The activities are intended to complement the academic curriculum.

1. Student Ministries

- 1) InterServe: InterServe provides a variety of student led ministry opportunities for the utilization of skills learned in class.
- 2) Nursing Home: Opportunities for students to minister through music, speaking, and personal visitation to a specific age group.

- 3) Prayer Station: A Street ministry venue for students to pray with different individuals who stop by a prayer booth.
- 4) Children's Bible Club: Student children's ministries opportunities within the local church. (Kid's club, Sunday School classes, Youth activities, etc)
- 5) University Evangelism: Student opportunities to witness to, hand out gospel literature, street preach, and spiritually interact with students at a local college or university.
- 6) Tract distribution: Student gospel literature distribution in local communities assigned by the ministerial director in conjunction with evangelism classes.
- 7) Ministerial Association: Student opportunities for supply preaching and teaching within the context of the local church.
- 8) Representative Groups (e.g. Quartet): Students may apply and audition for a position in one of the musical groups. The Chapel Choir travels considerably at Christmas and Easter and is also featured at many school events. The Men's Quartet, the Ladies' Trio, the Concert Band, and other ensembles are selected by the music faculty. The candidates are then approved by the faculty.
- 9) School Functions: These include on-campus music recitals and concerts, revivals, year-end closing exercises, school banquets, school organizations, school picnics, etc., as well as any activity sponsored by a class or an auxiliary of the school.

G. Parent/School Relationships

It is imperative that the lines of communication between the school and the home be kept open at all times. Misunderstandings, and sometimes hard feelings, develop because someone failed to communicate properly.

You will find that the Administration will be open to your inquiry, complaint, or information. The President, the Academic Dean, or the Social Deans are willing to discuss any problem with you. You should do your best to get involved with the program of the school. Support your student in their participation in the school. This support can be demonstrated by coming to school activities such as revivals and special programs. As you become more deeply involved in Christian education here at Penn View, you will be more informed as to

the Christian philosophy of education that undergirds all that we do here.

You are welcome to visit the school and attend your student's classes. However, please notify the teacher in advance so he can make any necessary arrangements in the schedule.

Please pray each day for your student's instructors, the administration, and the school in general. Special prayer emphasis is important during revival times. Do not let your student hear you criticize his/her teacher or the school. That will tend to undermine his confidence and make it more difficult to work with him.

H. Lending and Selling

Students must refrain from lending or borrowing money from each other or from any other person. Such practice will jeopardize friendships and can work a hardship on someone else. No student may solicit funds or sell merchandise without special permission from the Administration.

The only exception to this policy concerns class projects. When selling any article or merchandise for a class, care must be taken to guard against creating a bad image for Penn View or God's work.

I. Hall Courtesy

All students are to proceed in an orderly manner to their classes. Courtesy is one of the marks of a mature Christian. It should be cultivated and practiced by everyone. Following are some rules for hallway courtesy.

- 1) There is to be no running, skipping steps, horseplay, or rowdiness.
- 2) Yelling, screaming, and whistling are not permitted; all talking is to be in a quiet conversational tone.
- 3) Students should walk to the right in single file. When approaching doors, the men will open the door and allow the ladies to pass through first.
- 4) Students should approach obvious visitors with courtesy, offering to help them. Visitors should be brought to the office where someone can give proper assistance.
- 5) Students should not interrupt the conversations of others by walking between them.
- 6) There is to be no throwing of objects of any kind.
- 7) Students are not to sit on the floor in the hallway.

X. CHARITY

Charity is deliberately putting the best interest of God and others ahead of our own wishes.

We call I Cor.13 the Love Chapter. Paul gives a beautiful picture of Christian Love in operation. We need to read the chapter and think on it every once in a while. Vv.1-3 explain that Love is more important than anything else in the world. Vv.4-7 describe exactly how Love works. Then vv.8-13 cap it off by telling us that Love will last after everything else has passed away.

Col.3:14 describes Love as "the bond of perfectness." All the other character qualities are perfectly bound together in Love.

In a way, Love includes them all. All the character traits of II Pet.1:5-8 are covered in I Cor.13.

Diligence	Love never faileth.
Faith	Love believeth all things.
Virtue	Love rejoiceth not in iniquity. Love thinketh no evil.
Knowledge	Love rejoiceth in the truth.

Temperance	Love seeketh not her own. Love vaunteth not itself. Love is not puffed up.
Patience	Love endureth all things.
Godliness (reverence)	Love behaveth not itself unseemly.
Brotherly kindness	Love suffereth long and is kind. Love envieth not. Love is not easily provoked.

In Rom.13:8-10, Paul declares that if we really love other people we will hardly need the law to hem us in, for love will motivate

us to treat people exactly the way the law requires us to treat them. If we sincerely love God and other people, the rules are not hard to keep. John testified, "His commandments are not grievous" (I Jn.5:3). The rules become a guideline to show us what conduct is acceptable. Many times we will have had no desire to treat people in the way that is forbidden. At other times, the rule will keep us from problems that we might not have foreseen. In either case, we should cheerfully bring our behavior into line.

XI. MISCELLANEOUS

A. Fire Drills, Administration/Classroom Building

General:

- 1) One continuous ring of the bell system will signal a fire drill.
- 2) Students will form a single file and walk on the right side of the hall. There will be no running, shouting, or horseplay.
- 3) Teachers will turn off lights, close windows or appoint a student in the class to do so, turn off all electrical equipment (typewriters, computers, etc.) and close the door upon leaving the room.
- 4) After proceeding to the appointed place outside the school, teachers will make certain all their students are accounted for.
- 5) Teachers will take their Grade Books with them.
- 6) Secretaries will insure that all Permanent Records are in metal file cabinets. The nurse (or someone appointed) will take medical records in portable file cabinet outside.
- 7) The Elementary School and the Dormitories will conduct separate Fire Drills.
- 8) One long ring of the bell system will signal students to return to the building.

Evacuation of the Upper Level:

- 1) Students and staff in Rooms 206, 207, 208, 209, 210, and 211 will leave the building through the exit near Room 211 and proceed to the basketball court.
- 2) Students and staff in Rooms 201, 202, 203, 204, 205, and in the Boys' and Girls' Restrooms will leave the building through the exit near the Principal's Office, walk to the edge of the pavement and proceed to the basketball court.
- 3) Students and staff in the Library will leave the building through the exit on the north side of the Library, walk to the edge of the pavement and proceed to the basketball court.

Evacuation of the Lower Level:

- 1) Students and staff in Rooms 101, 103, 105, Student Lounge, and the Business Offices will leave the building through the exit near Room 101 and proceed to the Student parking lot located in front of the school.

- 2) Students and staff in the Main Office, President's Office, PR Office, Academic Dean's Office, Faculty Lounge, First Aid and Conference Room 107, Room 104, and both Men's and Ladies' Restrooms will leave the building through the main entrance and proceed to the Student parking lot located in front of the school.
- 3) Students and staff in Rooms 106, 108, and Penn View Visuals will leave the building through the exit located near the Maintenance Office and proceed to the Student parking lot located in front of the school.

B. Winter Weather

Since most of the students reside on or very near campus, the Institute generally does not close for weather. Students who are not able to attend classes because of impassable roads on that day are excused.

C. Telephone

The official telephone numbers of Penn View Bible Institute are:

Main Office (and all extensions)	(570) 837-1855
Fax	(570) 837-1865

D. Personal Property

The school is not responsible for loss or theft of personal property in school facilities.

E. Publications

The *Pennorama* is the school yearbook. It is produced and edited by students with faculty and staff supervision. The following policy regards Senior Pictures for the yearbook:

- 1) Pictures must be submitted digitally.
- 2) The senior must be in dress clothes (no denim) and in compliance with the dress code as in the Student Handbook. Males must wear a suit jacket and tie.
- 3) The picture must be a portrait shot (chest and up).
- 4) There are to be no props in the picture.
- 5) The picture must not be faded to a lighter color on the edges.
- 6) With the exception of the photographer's mark, text is not to be included on the front of the picture.

- 7) The picture should be taken professionally. If the student requests, the senior picture taken by the school photographer may be used.
- 8) All pictures will be reviewed by the Administrative Committee.
- 9) A deadline to submit a senior picture will be established. If the picture has not been submitted by that date, the senior picture from the school photographer will be used.

F. Appeal Process

The Penn View staff is organized in the following levels:

<u>Committee</u>	<u>Chairman</u>
Board of Directors	Conference President
Executive Committee	President
Administrative Committee	President
Faculty and Staff	Academic Dean

In accordance with the principles in Mt.18:15-17, students should take any problem directly to the person or the staff person involved. Hopefully, things can be resolved at that level. Many times this is the case.

If the student is dissatisfied with the decision, he may, after careful prayer and examination of his own attitude, appeal to the next level of authority.

Problems relating to academics and the classroom should first be taken to the teacher involved. The next step would be to approach the Academic Dean. If the student is still unhappy, he may speak with the President. Beyond that, he could approach the Secretary of the Board, preferably in writing. Of course, the Conference President of the God's Missionary Church is ultimately concerned with school problems, but he should not be bothered with minor incidents. Remember, it is unethical to skip "over the head" of one of the persons in authority. The person responsible should have first opportunity to work out the problem. If that fails, then try something else.

Problems relating to the dormitory should be directed to the Social Deans, and problems relating to the work program to the Work Program Director. The next step would be the Dean of Students. If the student is still unhappy, he may speak with the Director of Operations, and then the President, and possibly the Secretary of the Board. The Conference President or members of the General Board of the God's Missionary Church should be a *last* resort.

Problems may also be referred to the faculty meeting, the Administrative Committee, the Executive Committee, or the Board, in that order. These will be coordinated through the respective chairmen.

The doors of our faculty, staff and administration are open for students to express their concerns and to give input, but no petitions or organized student dissent will be tolerated.

G. Student Grievance Process

Penn View Bible Institute offers a process through which students have opportunity to resolve any grievances. In accordance with the principles in Mt.18:15-17, students should take any problem directly to the person or the staff person involved. Hopefully, things can be resolved at that level. Many times this is the case. If the student is dissatisfied with the

decision, he may, after careful prayer and examination of his own attitude, appeal to the next level of authority.

The doors of our faculty, staff and administration are open for students to express their concerns and to give input, but no petitions or organized student dissent will be tolerated.

1. Academic Grievances

Problems relating to academics and the classroom should first be taken to the professor involved. The next step would be to approach the Academic Dean. If the student is still unhappy, he may speak with the President. In the event the student is uncomfortable discussing the problem with Professor, he or she may proceed to step Two. Steps for working through this process are outlined as follows:

Step One

- 1) Student requests a meeting with his/her professor to discuss their problem.
- 2) Professor investigates the problem and provides a response to the student within five working days.
- 3) If student is not satisfied with resolution, he or she may proceed to next step.

Step Two

- 1) A written grievance is prepared by student and submitted to Academic Dean.
- 2) The Academic Dean reviews grievance and works to resolve situation and responds to the student by providing a written response within five working days.
- 3) The Academic Dean may either support or reverse the answer given in step one.
- 4) Student may proceed to step three if response does not satisfy the student.

Step Three

- 1) A written grievance is prepared by student and submitted to the President. The President further investigates and returns a written response within ten working days.
- 2) The President and/or Administrative Committee may either support or reverse the answer given in step two.
- 3) The President and/or Administrative Committee reflects the final decision of Penn View Bible Institute.

2. General Grievances

Problems relating to the dormitory should be directed to the Social Deans; the next step would be the Dean of Students. Problems relating to the work program should be directed to the Work Program Director. If the student is still unhappy, he or she may speak with the department administrator, and eventually the President. In the event the student is uncomfortable talking with the immediate supervisor, he or she may go directly to the department administrator.

If the grievance is not work program or dormitory related, the student may go directly to step three and speak with the department administrator.

At the President's discretion, the problems may be referred to the Administrative Committee.

Step One

- 1) Student requests a meeting with his/her social dean to discuss their problem.
- 2) The Social Dean investigates the problem and provides a response to the student within five working days.
- 3) If student is not satisfied with the resolution, he or she may proceed to next step.

Step Two

- 1) A written grievance is prepared by student and submitted to Dean of Students.
- 2) The Dean of Students reviews grievance and works to resolve situation and responds to the student by providing a written response within five working days.
- 3) The Dean of Students may either support or reverse the answer given in step one.
- 4) Student may proceed to step three if response doesn't satisfy the student.

Step Three

- 1) A written grievance is prepared by student and submitted to the Department Administrator.
- 2) The Department Administrator reviews grievance and works to resolve situation and responds to the student by providing a written response within five working days.
- 3) The Department Administration may either support or reverse the answer given in step two.
- 4) Student may proceed to four if response doesn't satisfy the student.

Step Four

- 1) A written grievance is prepared by student and submitted to the President. The President further investigates and returns a written response within ten working days.
- 2) The President may either support or reverse the answer given in step two.
- 3) The President and or Administrative Committee reflect the final decision of Penn View Bible Institute.

Every student's concern, complaint, problem, and grievance are important to the staff, faculty, and administration of Penn View Bible Institute. Each grievance shall be resolved in a timely fashion and as close to the source as possible.

XII. CONCLUSION

We hope you will enjoy Penn View. Every staff member is praying that you will know Jesus Christ as your Savior, your Sanctifier, and everything you need. The regulations are not intended to prevent you from enjoying life, but rather to enhance the quality of life and to help our "family" to live and work together in unity. We pray the Biblical patterns will become part of your life.

Penn View Bible Institute reserves the right to change, revise, add to, or take away from the rules found in this handbook.

Students who do not intend to conform to the guidelines outlined in this handbook should not enroll.

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EXHIBIT P
TECHNOLOGY PLAN

Penn View Bible Institute

(Penn View Christian Academy)

125 Penn View Drive
Penns Creek, PA 17862

Billed Entity 18949

Academy Technology Plan

Revised June 23, 2014

July 1, 2014 through June 30, 2017

John W. Zechman – President
Brent W. Lenhart - Principal
Douglas W. Gardei – Technology Specialist

Penn View Bible Institute & Christian Academy

Our Mission:

To prepare Christ-like Servant Leaders

*through higher education
that engages spiritual transformation,
academic excellence, social
integrity, and practical experience.*

*in the conservative Wesleyan-Arminian tradition to
fulfill our Lord's Great Commission.*

About Our School:

Penn View Bible Institute offers Christian education from Kindergarten-4 through postsecondary level in the conservative Wesleyan-Arminian persuasion. The school stresses academic excellence in the context of total devotion and dedicated service to the Lord Jesus Christ. All of the programs and courses are framed and undergirded by a solid, Biblical philosophy of education.

The Institute department prepares men and women, at the postsecondary level, for the pastoral ministry, missions, the Christian music ministry, Christian school teaching, Bible teaching, and other church ministries. The Institute awards postsecondary level, four-year Advanced Diplomas in several areas of specialization as well as a general one-year Certificate in Biblical Studies. Students orient themselves spiritually and mentally through Bible/Theology Studies, understand the world in which we live through General Studies, and prepare for specific ministries through Professional Studies.

The Academy department provides high quality Christian education in order to help parents in the process of shaping their children and young people into “the Image of His Son.” Penn View Christian Academy is a K-4 through Grade 12, day and boarding school with a Christ-centered, Bible-centered curriculum. PVCA is part of the umbrella organization Penn View Bible Institute and acts as a preparation school for the Institute. PVCA also prepares young people to pursue academic and non-academic careers other than the ministries mentioned above.

About our Technology Plan

Penn View's Technology Plan focuses the power and energy of technology toward the educational development of the school family of students, teachers and staff. The Institute department serves a significant number of Academy students through “advanced placement” style college-level courses and Academy teachers in continuing their education. The Administrative and support offices serve both the Academy and the Institute departments. E-Rate funding is conscientiously directed to Academy use.

Penn View Christian Academy students and faculty need to be competent in basic literacy and functionality in using computers, network, Internet, and telecommunication for academic research, communication, record keeping, and possibly web site development.

The Administration, Faculty, and Staff of Penn View Christian Academy are committed to developing access to technology for all the students, teachers, and staff. This Technology Plan is formulated with the requirements of Schools and Library Division in mind. The planning and the funding involved in the E-rate Grant program will enable the staff to meet educational needs both today and tomorrow.

I. What Are We Trying To Achieve?

Penn View Christian Academy will become an “Information Age Learning Center” whose graduates will function well in a technologically advanced society. This plan provides much needed access to these resources with appropriate guidance and safeguards.

<i>Goals □ Student Outcomes</i>	<i>Teacher & Staff Development Strategies</i>	<i>Classroom & Administration Strategies</i>
Become familiar with up-to-date technology	Become familiar with current technology and utilize technology to enhance the curriculum	Assign homework that can be completed by computer and eventually assignments that require the use of computer
Expand students’ horizons through wider use of communications technology	Learn, teach and encourage more sophisticated use of our phone system, automated phone messages, and Internet communications	Utilize speaker-phone class presentations and interviews (with Senators, Representatives, local officials, business people, missionaries, parents with special abilities and knowledge) Utilize video conferencing to bring off-site resources into the classroom Distribute voice messages to groups of students, parents, and employees
Achieve basic to advanced skills in keyboarding	Achieve and teach basic to advanced skills in keyboarding	Recommend and/or require students to take Computer Applications (word processing, etc.) as early as seventh grade Have students use computers for assignments whenever possible and as early as possible
Achieve functionality in using current desktop operating systems, file management, word processors, spreadsheets, databases, graphics, accounting and bookkeeping	Achieve functionality in using and teaching current desktop operating systems, file management, word processors, spreadsheets, databases, graphics, accounting and bookkeeping	Offer specific computer classes Require many assignments to be typed Encourage creative use of graphics and fonts (even color) in assignments Assign work that includes the use of a computer Use multimedia via data projector to enhance the classroom experience
Utilize email communication	Utilize and encourage in-house staff email communication with students and with other teachers via the email system and in-house instant messaging software Promote efficient email communication between administration, faculty, staff and parents, friends and supporters of Penn View Christian Academy and Penn View Bible Institute Encourage general email communication with public officials, church leaders, missions personnel, and leading authorities on social issues	Communicate with students via the school email system or even an inhouse discussion by e-forum Assign homework that is to be submitted by the school email system, perhaps edited and corrected (annotated) and returned to students for further development Assign email communications to approved contacts, such as public officials, church leaders, missions personnel, and leading authorities on social issues
Enhance student engagement through learning management software	Achieve basic competence in using learning management software for their courses	Integrate discussion forums, computerized reviews, computerized quizzes, and other digital format in their course requirements.
Get acquainted with the (filtered) Internet through classroom demonstrations (with proper supervision)	Get acquainted with the (filtered) Internet and be able to promote its healthy use Encourage teachers to consider taking online education courses as a way to make themselves more aware of the possibilities of technology in teaching and learning	Demonstrate desired web sites in the classroom via data projector or in a lab setting Warn students about dangers of the Internet, including pornography, phishing, sexual predators, spyware, malware, unscrupulous web sites, questionable authenticity of some web sites like fake antiviruses. Require staff and students to have active and up-to-date antivirus and malware programs installed on their personal computers.
Utilize the Internet for research. Currently available on: 8 computers in Library 16 computers in Computer Lab as well as students’ laptops (All under specific supervision)	Utilize filtered Internet access and encourage Internet-based research □ e.g. Google; AskJeeves; the web sites of Library of Congress, Focus on the Family, Christianity Today, Encyclopedia Britannica; downloadable e-books (mostly classics); and Christian Classics Ethereal Library	Utilize an Internet filter to protect staff and students from undesirable Internet dangers Exhibit Internet-based classroom presentations. Demonstrations especially in Computer classes, but available for all subjects. (e.g. Elections processes and related information) Allow and encourage Internet research through search engines Require Internet-based assignments (e.g. web quest; scavenger hunt for items on various pages of selected web sites). Many textbook publishers offer web sites that supplement their text both for teachers and for students Teach proper method for crediting information gleaned from the Internet
Learn basic networking concepts	Learn basic networking concepts in order to utilize the same technology throughout the entire school network, eventually with computers in every classroom	Demonstrate software in the classroom, introducing the students’ to a fuller use of technology
Receive Internet-based support for Guidance Counseling under the direction of faculty or administrators □ for example, research on vocations, postsecondary schools and colleges	Use Internet-based support for Guidance Counseling □ for example, research on vocations, postsecondary schools and colleges	Focus on one-to-one Guidance Counseling
Develop a student-designed web site (under direct supervision of the teachers and of the web master)	Become aware of the potential available to display student work	Post student projects in writing, programming, and graphics for others to view Conduct online surveys for science projects and opinion polls for social studies projects

II. How Will We Equip Staff to Maximize the New Technology?

How will we develop our staff?

Technical Staff

Technology Coordinator (John Zechman, President)

- Will develop and maintain the Technology Plan (with assistance from the Technology Specialist)
- Will evaluate the progress (with assistance from the Technology Specialist, Principal, and from the other staff and faculty members) and help re-direct the Technology Plan as needed (The Technology Plan must be a living document.)
- Will provide administrative level supervision of technology throughout the school Will promote integration of technology throughout the curriculum

Technology Specialist (Douglas W. Gardei)

- Will be available daily to provide software-hardware tutorials, computer and network repair, and maintenance.
- Will continue to advance the hardware, software, and services as specified by Technology Plan.
- Assess our current technology environment to decide how to use our current technology, or what needs to be purchased or replaced to meet our goals.
- Will provide training and encouragement for faculty to use technology in the classroom and in assigned projects
- Will train two to four Faculty Technology Promoters to be key persons in promoting the use of technology and in assisting others to make effective use of technology. (These may also function as trainers for future employees.)
- Will be sent to intensive courses on computer and technology
- Will offer in-service professional training, periodic refresher courses, updating tutorials, and new-hire orientations to faculty and staff members

Faculty Technology Promoters (2–4 to be selected)

- Will receive in-service training on computer and technology
- Will take initiative in encouraging others to advance in their use of technology
- Will receive training on the networked digital copiers (Some have already received this training.) Will receive training in how to use learning management software

Phone System and Network Consultants

- Will assist Technology Specialist in expanding and fully utilizing the telecommunications system
- Will provide technical support

Teaching Staff

In addition to “Teacher & Staff Development Strategies” listed above, teachers and staff members:

- Will develop their own knowledge and skills in using technology
- Will receive basic training on the networked digital copiers and will be made aware of advanced printing capabilities
- Will receive training in how to use ABHE management software

III. How Do We Assess Our Needs to Meet Our Goals.

During the past year an assessment of our current technology environment was conducted by the Technology Specialist working with the Principal, President, Staff, and Faculty. The assessment concluded that our current technology environment will meet only some of the needs required to fulfill the goals stated above. Areas that need to be upgraded or added to meet the rest of our goals are included in the chart below.

Examples			
Goal	Needs	Requested by	Recommended Action
Become familiar with up-to-date technology	Smart Projectors in every Academy Classroom	Academy Teachers	Purchase Projectors through the PA Dept of Ed Act 195 program

Achieve functionality in using current desktop operating systems, file management, word processors, spreadsheets, databases, graphics, accounting and bookkeeping	Computers Running Windows 7 and Office 2010	Student Surveys stating that our library computers are not adequate for their academic needs	Purchase Windows 7 Computers with Office 2010
Utilize the Internet for research.	Campus Wide Wireless Network	Teachers request Wifi Internet in their classroom.	Purchase Wireless Access Points to cover the entire academy campus.
Develop a student-designed web site	Firewall modified to allow students to use Web Software	Computer Lab Instructor	IT Specialist adjust firewall to meet the needs of the instructor
Learn basic networking concepts in order to utilize the same technology throughout the entire school network, eventually with computers in every classroom	Students need a network location to save school work where the teacher can check their progress	Computer Lab Instructor	Set up network folders on server with user permissions and teach students how to access them.
Get acquainted with the (filtered) Internet through classroom demonstrations (with proper supervision)	Internet Safety Class	IT Specialist and Principal.	Request a speaker to talk about internet safety during a chapel service

IV. What Equipment Do We Need?

Physical Infrastructure □ Hardware, Wiring & Connections □ Inventory & Needs

Penn View Bible Institute consists of Kindergarten-4 through Twelfth Grade and postsecondary training for Christian ministries. Current Academy enrollment is 144 serviced by 17 teachers in 17 classrooms, 2 Libraries, 4 Music Studios, 2 Dormitories, 1 Cafeteria, and 2 Auditoriums. The Academy is further serviced by 15 offices, including Administration and support staff. Within the next few years the construction of the Student Life Center will be complete and this will add to our equipment needs.

Penn View Bible Institute has been purchasing and upgrading computer equipment and is currently utilizing one complete network joined to the Internet through high-speed cable connection (5Mbps/50Mbps). The Technology Coordinator and the Technology Specialist met to review the inventory and conferred with the Principal. The resulting *Time Line of Technologies to be Acquired* will enable the school to meet the stated goals more adequately. It was approved by the President.

All ε-Ρατε eligible items below will require a 20% outlay from school budget. Some non-ε-Ρατε items are listed for sake of completeness. These will be paid for by school funds and/or by special fund raising projects. Act 195 is from the Pennsylvania Department of Education which provides student interaction materials to Penn View Christian Academy students.

	Inventory (not including personal computers owned by staff)	Projected Acquisitions	/01/ 2008/04 - 06/30/2015	/01/ 2015 - 06/30/2016	/01/ 2016 - 06/30/2017	Funding
Phone System	2 Mitel 5000 HX Controller which manage calls and Voicemail with a total capability to handle 80 digital extensions, 4 analog extensions, and 300 IP extensions. Entire original campus has been cabled 9 phone lines 55 phones (including classrooms and dorms) 3 fax machines	System to be extended and/or equipment relocated or purchased to include the Elementary Classroom building	X	or X	or X	PVBI or eRate
		System to be extended and/or equipment relocated or purchased to include the new Student Life Center	X	or X	or X	PVBI or eRate

Computer Network	2 Windows 2008 R2 Domain servers in IT office 1 Sonicwall NSA-250M Firewall/Filter in IT office. 1 QuickBooks Server in IT office	Network to be extended and/or equipment relocated or purchased to include the Elementary Classroom building	X	or X	or X	PVBI or eRate
	Switches to service campus	Network to be extended and/or equipment relocated or purchased to include the new Student Life Center	X	or X	or X	PVBI or eRate
	Network cabling and jacks in main campus buildings (including classrooms, offices, dormitories, cafeteria, and auditorium)	Purchase Licensing for firewall and Antivirus	X	X	X	PVBI
	Wireless bridge to elementary building 55 computers in offices, Library, Computer Lab and classrooms.	Setup Campus-wide wireless network	X			PVBI
Library	8 computers for students (includes Internet access)	Replace Student Computers with Win 7 Machines	X	or X		PVBI
	2 computers for librarians 1 Toshiba eStudio 28 multipurpose-printer/copier 1 HP LaserJet 4000 networked 1 Wireless Access Point	Upgrade Librarian Computers to Win 7 Replace Toshiba Copier	X X	or X or X		PVBI PVBI
Computer Lab	16 Computers 1 digital projector	Upgrade or replace an average of 2 computers per year	X	X	X	PVBI
		Upgrade Win XP Computers to Win 7 Install Smart Projector	X X	or X or X		PVBI Act 195
Classrooms	Teachers can borrow digital projector from the computer lab	Network elementary classroom computers by expanding current network as listed above.	X	or X	or X	PVBI
	4 Smart Projectors in classrooms 1 portable computer to be used in any classrooms by teachers Network and phone jacks in classrooms (as above) 9 computers placed in elementary classrooms, 7 currently not networked. Allow teachers to install their own computers	Install an average of 1 additional computer per year Install 2 Smart Projectors in Academy Class Rooms per year.	X X	or X X	or X X	PVBI Act 195
Other Location	3 Digital copiers networked	Replace/upgrade office copiers Replace non-working copier in the Library.	X X	or X	or X	PVBI PVBI
Software	Educational software	Purchase or Upgrade as required.	X	X	X	PVBI
Offices	1 computer – President	Upgrade or replace an average of 1 computer per year	X	X	X	PVBI
	1 computer – Academic Dean 1 computer – Principal 1 computer – HS Academy Office 2 computers – Elementary Office 1 computer – Receptionist 3 computers – Business Office (Accounting) 1 computer – Director of Operations 2 computers – Public Relations 1 computer – Technology Specialist 1 computer – Maintenance 3 computers – Other offices 10 printers in offices	Upgrade or Replace Windows XP computers	X	or X		PVBI
Internet Connector	Cable connection for high-speed Internet access					

V. How Will We Pay For It?

Over the next three years we plan to develop and optimize our use of existing infrastructure and expand the current network and phone system. Funding for these projects will be provided by e-Rate, through our General Fund, and through donations for specific projects. The academy students are provided interactive materials from the Pennsylvania Department of Education through the Act 195 fund.

Schools and Library Division Funding (e-Rate)

Penn View Bible Institute has been eligible for 80% e-Rate discount and we project similar funding for Funding Years 2014-2017. All e-Rate eligible items listed will require the remainder (20%) to be funded by the School.

Budgetary Funding

After reviewing the technical needs for the school year, a budget is established for Technology out of our General Fund. This budget is decided or based on spending during previous years, and the technology needs for the upcoming school year. Funding for the General Fund is provided by donations, offerings during Public Relation Tours, three Auctions a year, Appeal Letters, Fund raising events like Walk-a-thon, Phone-a-thon, and Food Sales.

Special Donations

In the past, we have received donations for specific Technology projects. These donations include funding, materials and labor. In the next three years, we plan to include materials already donated, or look into the possibilities of receiving additional donations.

Projected Annual Expenses 2014 - 2017				
Category	Description	Estimate	Εστιματεδ εΡατε Πορτιον	Estimated PVBI Portion
Telecommunications	Local Voice 9 Phone Lines	2,100.00	1,680.00	420.00
Telecommunications	Long Distance Voice	1,200.00	560.00	640.00
Internet Access	Cable Connection	2,160.00	1,728.00	432.00
Internet Presence	Web and E-mail Hosting	120.00		120.00
Equipment	Upgrading and replacing computers	1,000.00		1,000.00
Internet Filter	Annual subscription	495.00		495.00
Virus Protection	Annual subscription	180.00		180.00
Totals		7,255.00	3,968.00	3,287.00

Projected One-Time Expenses 2014 - 2017				
Category	Description	Estimated Cost	Estimated eRate Portion	PVBI Portion if eRate is used
Internal Connections	Interior cabling* and termination in Elementary Classroom Building - phone & network	10,000.00	8,000.00	2,000.00
Internal Connections	Equipment to network the main Phone System to the new Elementary Classroom Building	7,000.00	5,600.00	1,400.00
Internal Connections	Underground cabling* to Shop Classroom Building - phone & network	2,500.00	2,000.00	500.00
Internal Connections	Interior cabling* and termination in the new Student Life Center - phone & network	7,000.00	5,600.00	1,400.00
Computer Equipment	Replace 24 Windows XP Computers with Windows 7 Computers.	11,000.00	-	-

Computer Software	Upgrade 16 Windows XP Computers to Windows 7	1,000.00	-	-
Office Equipment	Replace Copier/Printer in the Library	1,000.00	-	-
Totals		39,500.00	21,200.00	5,300.00

* “Cabling” includes copper, fiber, conduit, and all other necessary materials.

VI. How Will We Evaluate Our Progress?

Throughout the year, the Technology Specialist will review the Technology Plan with the President and the Principal. He will evaluate the progress in each goal listed above, and he will actively recommend and implement methods to achieve the goals not yet achieved.

In addition, PVBI will execute the following yearly review plan.

Ωηεν?	Ωηατ?	Ωηο?
March	Survey and/or Interview Teachers: How has technology affected your classroom? How has technology affected your curriculum? What technology strategies have you implemented? Have you incorporated multimedia into your lesson plans? Have you demonstrated Internet to students in the classroom? How have the students responded to technology in the classroom and curriculum? What additional technology or software do you desire? Survey Students: How has technology affected your learning? In the classroom? At home? Have you participated in multimedia learning? What have you learned about the Internet through classroom presentations and assignments? What technology would you like to have in the classroom? Tabulate survey results	Principal Technology Specialist
April	Evaluate survey results and compare with the goals laid out in the technology plan.	President Principal Technology Specialist
April	Review of Progress	President Administrators Technology Specialist
September	Adjust and re-write Technology Plan as appropriate Were the goals met? Were there any unexpected outcomes? Did any new needs emerge? Are there any goals that are no longer relevant? Include revision of goals and strategies for the next funding year	President Technology Specialist

VII. How Will We Safeguard Our Investment and our People?

Firewall and Internet Filter

The Internet offers a vast diversity of information, advertising, chat rooms, and even propaganda. We believe it is imperative that our students and faculty have access to the benefits of the Internet and protection from the more dangerous elements.

We will actively teach principles of discernment concerning sexually oriented content, chat rooms, gambling, unprincipled dating offers, information of questionable authenticity, viruses, hackers, privacy concerns, and any otherwise unscrupulous or inappropriate web sites.

In compliance with the Children's Internet Protection Act, we will implement a filter that helps to guard against as many of these as possible and will review a log of web sites visited, identified by username.

Signature: _____ Date _____
John W. Zechman - President

Signature: _____ Date _____
Brent W. Lenhart - Principal

EXHIBIT Q

**STUDENT NETWORK, INTERNET, & EMAIL
ACCEPTABLE USE POLICY**

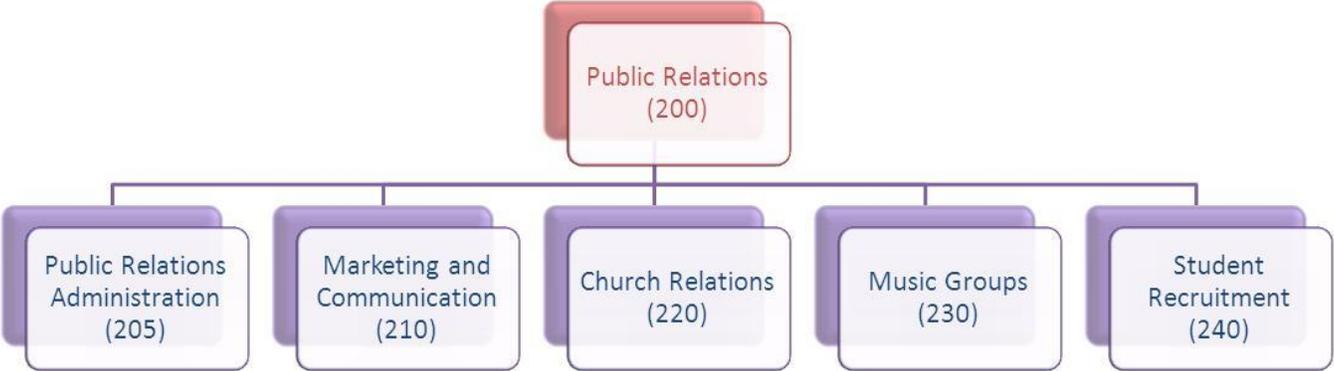
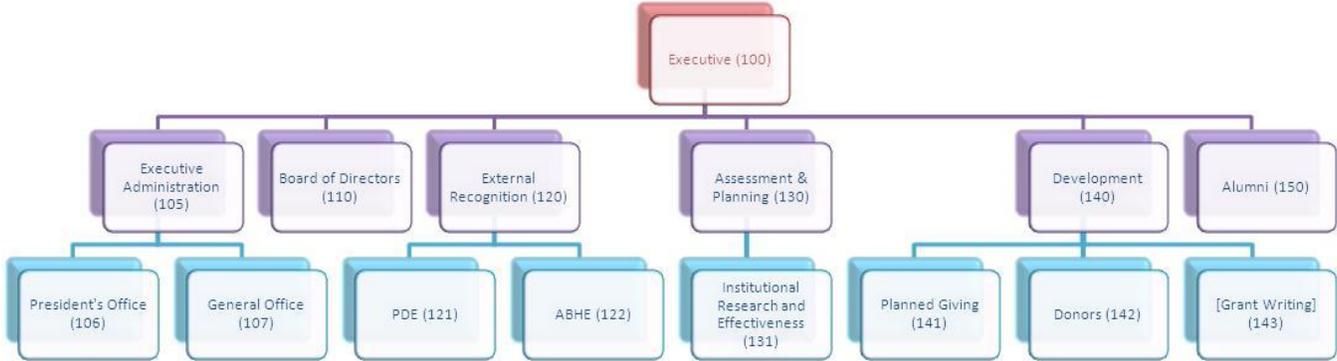
Penn View Bible Institute
Student Network, Internet, & Email Acceptable Use Policy
August 2015

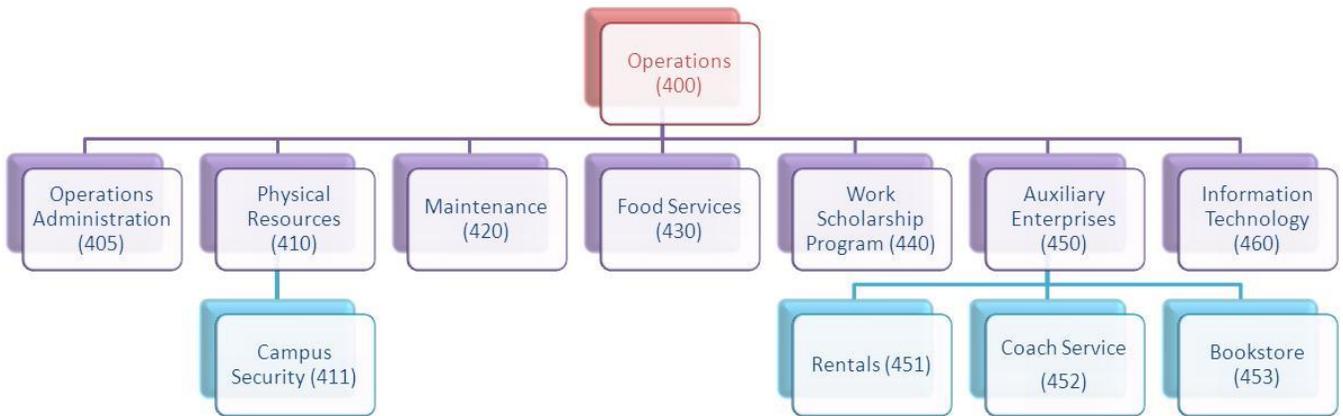
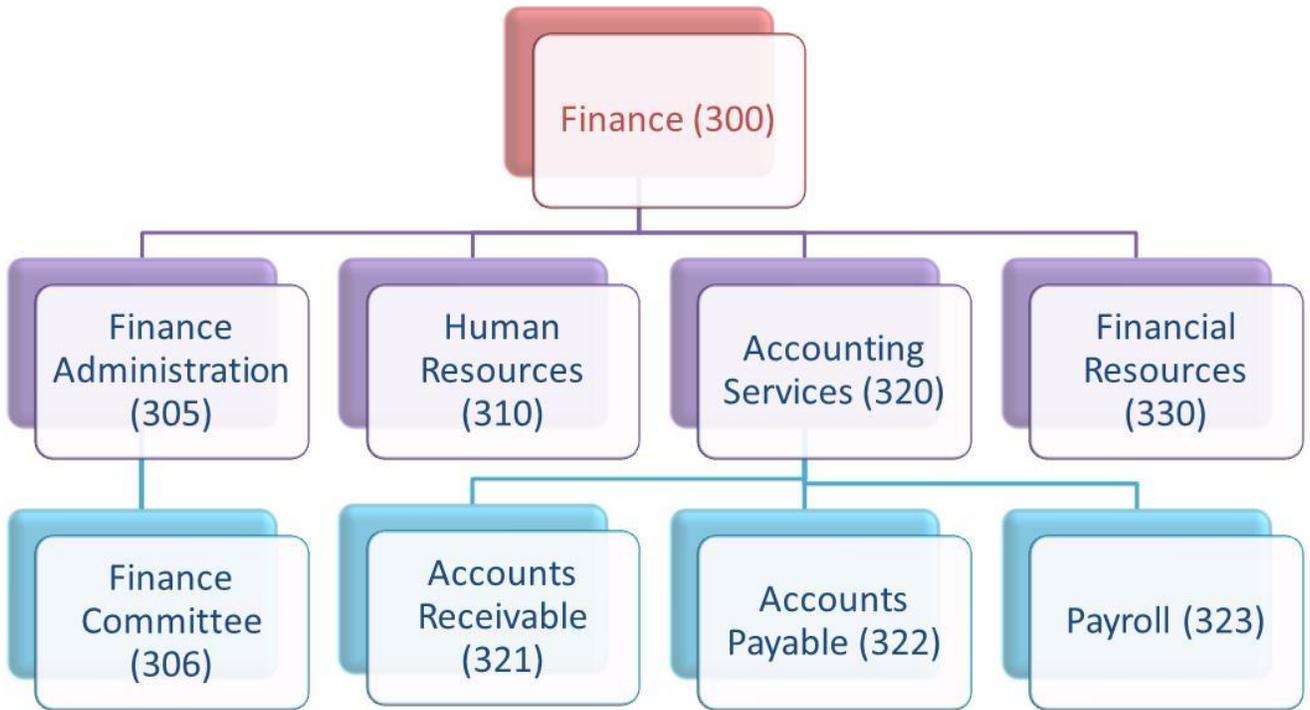
Internet access and electronic mail are educational tools provided by Penn View Bible Institute (Penn View) to facilitate research, communication, and awareness of computer use. To help insure that these tools are used appropriately and that students have a safe, healthy experience learning and using them, Penn View has developed the following acceptable use policy with guidelines and safety measures.

- ❖ This form must be read and signed by all new and returning students at Penn View at the beginning of each school year.
- ❖ All students under 18 years of age require the signature of a parent or guardian.
- ❖ Personal computers on the network are required to have an active and up-to-date antivirus program. See the Technology Specialist if you need assistance with installing or keeping your antivirus up to date.
- ❖ Students are encouraged to purchase their own Ethernet cord to connect to the Network Jacks located in the Library and Dorms.
- ❖ Students are encouraged to purchase a USB storage device (ie. Thumb Drive) to save their work.
- ❖ Penn View is providing students with strictly filtered and monitored Internet access in an open-room setting through a highly controlled service designed specifically for educational purposes.
- ❖ PVBI provides computers for school work, not entertainment.
- ❖ If a website you need to access is blocked, click on the link provided to fill out the form to request the site to be unblocked. Please provide all the information requested.
- ❖ If a web service you need is blocked, please contact the IT Specialist (ie: Shopping Cart does not work)
- ❖ Student usage of the Internet may be used
 - ❖ 1. Library (during regular library hours).
 - ❖ 2. Wherever Penn View Wi-Fi is available.
 - ❖ 3. Computer lab when a staff person is present.
 - ❖ 4. Classroom with Instructor's permission and presence.
 - ❖ 5. During approved hours.
- ❖ The computer lab is off limits when no staff member is present.
- ❖ Students are not allowed to unplug or disassemble school computers. If a new keyboard or mouse is needed, contact the IT department.
- ❖ Penn View reserves the right to purge user files off the computers in the Library and Computer Lab. This will be done during the summer or at any time deemed necessary, and may be without notice.
- ❖ Student use of any staff computer or in a staff member's office is forbidden without the staff member's permission.
- ❖ Installing your own wireless access point to Penn View's network is forbidden.
- ❖ Each student will receive a specific user name and password through which to access the Internet and/or email account. Passwords are confidential and shall be used exclusively by the student to which they were assigned. Users are accountable for all usage under their password. If parents of minors desire, they may receive their student's password.
- ❖ At no time shall any person make use of a username that was not directly assigned to him or her.
- ❖ At no time shall any student log another student onto the network using their login.
- ❖ Students should log off when they are done with their computer or need to leave the computer unattended.
- ❖ Students will observe posted time limits in order to make the computers available for others.
- ❖ Penn View's Internet system must not be used to visit sexually explicit or otherwise offensive or inappropriate web sites or to send, display, download, or print offensive materials, pornographic or sexually explicit pictures or any other materials which would be found inappropriate or offensive.
- ❖ Sites deemed inappropriate or dangerous to the spiritual well-being of students are blocked.
- ❖ Email is not to be used to create any offensive or disruptive messages which 1) contain sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, religion, national origin, ancestry, or disability; 2) That are defamatory, derogatory, obscene, or otherwise inappropriate; 3) That contain swearing or inappropriate humor and 4) That are used to commit any crime, including but not limited to sending obscene emails, annoying, abusing, bullying, threatening, or harassing another person.
- ❖ Email is not to be used to develop or send viruses and destructive computer programming, spamming, or forwarding unsolicited bulk email.
- ❖ Email is not to be used to send (upload) or receive (download) copyrighted materials without proper permission.
- ❖ Internet and email must be used in a manner that is consistent with other Penn View policies, which are found in the *Student Handbook*.
- ❖ The provided Internet access, electronic mail system and all associated hardware, software, and services are property of Penn View. Additionally, all messages and attachments composed, sent, or received are and remain the property of Penn View. They are not the private property of any student should not be considered as private or as their personal possessions.
- ❖ The confidentiality of any message or material should not be assumed. Even when a message or material is erased it may still be possible to retrieve and read that message or material. Further the use of passwords for security does not guarantee confidentiality. Messages read in html may identify the reader to the sender. Notwithstanding Penn View's right to retrieve and read any electronic mail or Internet messages or material, such messages or materials should be treated as confidential by other students should be accessed only by the intended recipient.
- ❖ Penn View disclaims responsibility, accountability and liability for anything that is posted through its email and not authenticated by official personnel.
- ❖ Authorized representatives of the school intend to and will monitor the use of its systems in its sole discretion at any time with or without notice and may bypass any pass code. Such monitoring is capable of tracking and recording email messages sent and received including attachments created and received; as well as web sites and multimedia viewed or downloaded.
- ❖ Use of programs or other tactics to bypass the internet filter or other monitoring software is strictly forbidden. This includes connecting to neighboring Wi-Fi which have their own internet connection, or using tethering.
- ❖ Penn View reserves the right to suspend or change user accounts or passwords, or remove devices from our network at our discretion at any time with or without notice.
- ❖ Any violations of the school's acceptable use policy is traceable and violators will receive discipline. Disciplinary measures may involve, but may not be limited to, verbal warning, suspension of Internet/email privileges or revocation of access to school computers, or even suspension or expulsion from school.
- ❖ Penn View reserves the right to change this policy at any time, as may be required under current circumstances.
- ❖ Students who accidentally access inappropriate material, are required to report it to their instructor, administrator, or the technology specialist.
- ❖ Students who need help understanding this policy or who discover a violation of this policy should notify the Technology Specialist, Dean of Students, or the President.

EXHIBIT R

ADMINISTRATIVE AND EDUCATIONAL SUPPORT (AES) UNITS





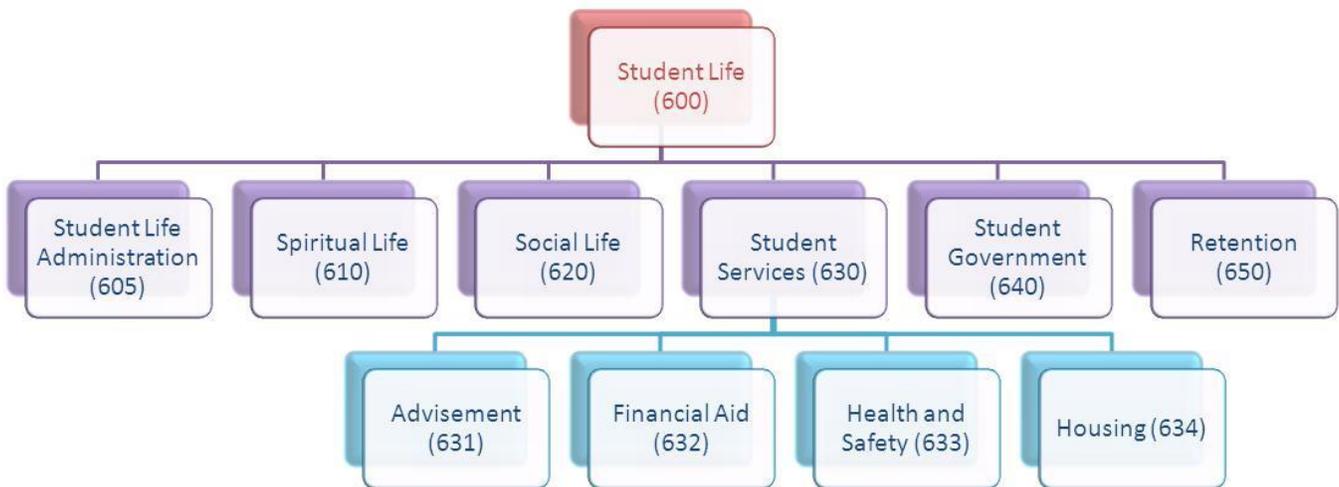
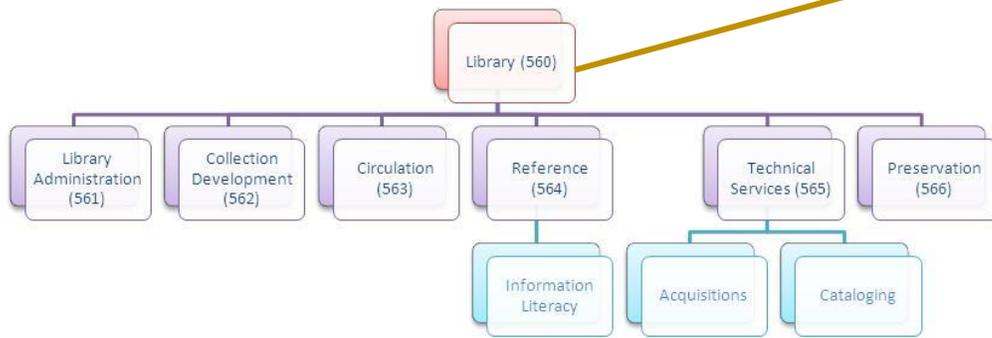
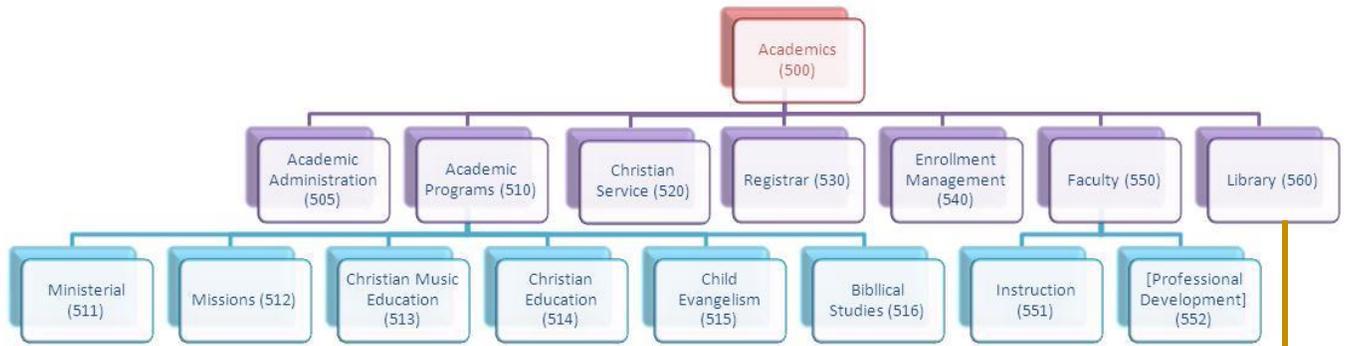


EXHIBIT S

STATEMENT OF ACADEMIC RIGOR

Penn View Bible Institute
Statement of Academic Rigor

Education at Penn View proceeds from the acquisition of foundational knowledge (observable facts, historical data, revealed truth) to understanding the relationships among ideas and to the application of knowledge in the service of life and ministry. Knowledge is presented, for example, through lectures, reading, and class discussions. Higher order thinking skills are demonstrated through learning activities such as written compositions, student presentations, and discussion forums. As the student progresses, the blend of acquiring facts with some application shifts toward the predominance of critical thinking skills.

The cognitive objectives should range from remembering, understanding, applying, analyzing, evaluating, and upward to creating. Affective objectives should extend from receiving, responding, through valuing, organizing values, and internalizing those values so that the values become characteristic of the student. Learning should tend toward effective application in ministry skills. While not all of the preceding objectives may be achieved in each course, the course objectives should aim toward them.

Curriculum

Courses are structured in a numbering system to indicate the level of each course. The 90s are used to indicate developmental classes; 100s are appropriate for freshmen, 200s for sophomores, 300s for juniors and 400s for seniors. Courses numbered in the 100s and 200s are lower level, while courses numbered in the 300s and 400s are upper level. Students must have prerequisite classes or special permission to enroll in classes more than one grade level above their own.

Lower level courses will typically focus on introductory content in the subject area and require correct grammar, spelling, punctuation, and form, while the upper level courses will shift to an emphasis on research, writing, and presenting.

Course requirements take into account the amount of time that would typically be required to complete them.

The academic calendar contains 16 weeks in a regular semester, with classes meeting for a certain number of hours per week; for example, a three-hour course would meet for three hours each week for the entire semester. Attendance is required because part of the learning dynamic takes place in community; students are part of the body of Christ.

Reading

Reading assignments are calculated at the following guidelines:

- Difficult: 10 pages/hour
- Moderate: 15 pages/hour
- Easy: 20 pages/hour

Easy to difficult reading moves from introductory concepts and language to analytical, complex concepts and advanced language.

Typical three-hour freshman courses include no more than 1½ hours of assigned reading each week. Other courses have reading requirements appropriate to the level and nature of the course.

Reading requirements may be augmented or replaced with video/audio resources.

Research

Academic inquiry pursues an awareness of multiple perspectives so that students understand alternative viewpoints, evaluate and conclude which view aligns with biblical truth, and effectively articulate the truth of an integrated Christian worldview. Freshmen will consider perspectives that are easier to grasp and evaluate; they will study examples of thinking critically to a biblical conclusion in order to establish their own patterns of higher order thinking. As they progress, students will increasingly grapple with more complex perspectives and produce their own statements on the issues.