



Student Handbook

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From the Director's Desk

The grand theme of earth's history has always been about God's work and the people that follow Him. Abraham is said to have obeyed God by packing up his belongings and going to a land that he did not know (Heb 11:8). The writer of Hebrews holds up Abraham, as well as others, as examples for modern-day disciples. Like Abraham we are called to go to a land that we don't know, but Jesus has made the purpose of the journey clear; "Go, and make disciples..." (Matt 28:18-21).

SOULS is uniquely positioned to provide you with training for the journey. We emphasize personal revival, intellectual and spiritual growth, independent thought (inspired by God's Word), and Spirit- filled outreach.

Paul's rallying cry to Christians is to "put on the... armor" (Eph. 6:11), and join the Gospel battle. We're not fighting against the world—we're fighting against the powers of darkness for the world! SOULS helps you put on that armor and sharpen your sword, and then sends you into the battle with the help of experienced soldiers.

Come to SOULS and be trained, then GO! and do battle for the Lord.

Michael Tuazon



Mission Statement

The purpose of SOULS West is the restoration of character through true education; this will develop leadership that will labor for the conversion of souls so that the end will come.

Restoration – “To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized—this was to be the work of redemption. This is the object of education, the great object of life” (Ed 15).

True Education – “True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come” (Ed 13).

Leadership – To develop disciple-makers: “And Jesus came and spake unto them, saying, ‘All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: teaching them to observe all things whatsoever I have commanded you...’”(Matt. 28:18-20).

The End – The end of sin, suffering, and separation from God: “and the gospel of the kingdom shall be preached in all the world...and then the end shall come.”

“...Behold, the tabernacle of God is with men, and He will dwell with them, and they shall be His people, and God Himself shall be with them, and be their God. And God shall wipe away all tears from their eyes’ and there shall be no more death, neither sorrow, nor crying, neither shall their be any more pain...” (Matt. 24:14; Rev. 21:3, 4).

Academics

Career Opportunities

Literature Evangelist – qualification for career evangelistic canvassing.

Magabook Industry Coordinator – qualification to organize and lead Magabook industries at all levels, i.e. colleges, academies, churches, etc.

Outreach Evangelism Coordinator – qualification for Bible work in local congregations with an emphasis on facilitating member evangelism and church growth.

Literature Ministries Director & Conference Outreach Coordinator – qualification for overseeing and managing Literature Evangelism and Bible Work programs at the conference level.

City Missionary – qualification to do evangelism (literature, health, public) in a city missions setting, particularly in the context of a team with varied skills.

Certification Requirements

SOULS West operates on a quarter system and uses alternating quarters for classroom (fall and spring) and field training (winter and summer). Graduating students who wish to receive certification outreach evangelism leadership must meet the following requirement:

- 1 Each student must maintain a 2.8 GPA (grade point average) or higher and complete the required work-study programs.
- 2 Each student must be recommended by their course instructors and the board of SOULS West based on classroom and field evaluation.

Curriculum

Track 1 Classes

How to Study the Bible (2 credit hrs)

This course covers how to rightly divide the Word of Truth. Students will first become acquainted with tools for Bible study (such as concordances and lexicons), and how to use those tools as they learn to study the Bible in context. In the process, students will learn how to write Bible studies for various topics, settings and purposes.

Christian Marriage and the Family (3 credit hrs)

This course covers principles in the choice and formation of friendships and lifetime companions. Since the Lord designs that families on earth should be symbols of the families of heaven, the students will also learn how to apply biblical principles to everyday family life so that a sanctifying spirit can be brought into the broader church family.

Philosophy of Education (3 credit hrs)

This course uncovers the truth about God's purpose for education, highlighting the ideas upon which Christian education is built and the long-term effects they have on the way we think and the choices we make. This class will teach the methods that Christ used, giving students a pattern to follow as they seek to become effective teachers.

Salvation (3 credit hrs)

What is sin? How does it impact a relationship with Christ? Can it be overcome? This course includes a discussion on the nature of sin, and takes a journey through the plan of salvation using the sanctuary services as an aid. You will begin to understand the components of salvation, such as God's mercy, justice, grace, righteousness, our faith-response to Christ, justification, sanctification, and the atonement of sin.

Philosophy of Seventh-day Adventist Publishing (1 credit hour)

This intensive will reveal the history, purpose, and future direction of the publishing ministry of the Seventh-day Adventist Church with an emphasis on the integration of the literature work with other forms of personal evangelism.

Principles of Accounting and Money Management (2 credit hrs)

This course introduces basic economic concepts and accounting practices for managing personal and business finances. Money management issues such as budgeting, consumerism, insurance, home ownership, debt, and investments are included. Students also learn the fundamental accounting processes dealing with the bookkeeping and accounting functions necessary in businesses and service organizations.

Adventist Beliefs (3 credit hrs)

This class endeavors to uncover the beauty of the doctrines that we hold as Seventh-day Adventists, establishing each belief on a solid biblical foundation. Since Christ is at the heart of every teaching and is the focus of every topic, the essence of this class will be Jesus. Note: this class only covers doctrines not covered in the other classes.

Studies in Prophecy: Daniel (3 credit hrs)

This course will acquaint students with the book of Daniel, enabling students to give a heart-warming yet convicting presentation of end-time truths. Special emphasis will be placed on chapters 7-9 which serve as the foundation for much of what Adventists believe.

Speech and Communication (3 credit hrs)

This course covers instruction in oral communication skills needed to effectively minister in one-on-one and group environments. It encourages the practice of responsible communication after the pattern of Christ, the Ideal Speaker. This course examines the preparation, presentation, audition, and critiquing of speeches of various kinds – especially informative and persuasive ones – with emphasis on the selection and organization of supporting material, reasoning, techniques in closing, persuasive strategies, and elements of delivery. Application will be the primary focus.

Magabook Leadership (3 credit hrs)

This course provides leadership training and experience needed for summer magabook programs. Students will study techniques involving discipleship, discipline, training, and team management. A portion of the class will include in-the-field training in team management.

Seventh-day Adventist History (1 credit hour)

This course is a study of the history and development of the Seventh-day Adventist church from the Second Advent Awakening to its current global mission. Emphasis is given to the following areas: life sketches of pioneers, early evangelistic thrusts, doctrinal development, and the impact of the publishing work. Further study will include the development of the Adventist movement with emphasis on trends, teachings, growth, and mission work.

Track 2 Classes

Apologetics (3 credit hrs)

The word for “answer” is the Greek word apologia, which means to give reason or defense. This course will cover Christian apologetics, Creation apologetics and Adventist apologetics.

- 1 Christian apologetics will cover the 5 major religions and support the superiority of Christianity over Hinduism, Judaism, Islam and Buddhism.
- 2 Creation apologetics will examine evolution and give reasons why Creation is more rational and scientific than Evolution.
- 3 Adventist apologetics will compare the different religions that believe in Jesus and will give reasons why Adventism is the remnant church of Bible prophecy.

Medical Missionary (1 credit hour)

This intensive provides practical training about how to touch someone’s heart using the health message. Each student will learn basic remedies such as hydrotherapy, massage, hot/cold treatments and how to apply charcoal.

The Science of Bible Work (3 credit hrs)

The main thrust of this course is to teach students how to share their faith with non-Seventh-day Adventists. After learning how to develop and conduct a Bible study, meet people’s objections, and lead others to a point of decision, every student can be confident that their presentation of the gospel will be effective. Students will also learn how to coordinate training seminars in the local church so members will become involved in giving Bible studies and doing other personal evangelism.

Health and Healing (3 credit hrs)

This course will take a look into the physical, mental, and spiritual effects of food, natural remedies, and human development.

It covers an overview of the natural prevention and healing of physical disease.

Evangelism (1 credit hour)

This intensive explains how to use personal evangelism in preparation for successful public evangelistic efforts. The student will learn how to organize and hold a public evangelistic effort using methods and principles based on the Bible and Spirit of Prophecy.

Studies in Prophecy: Revelation Part I (3 credit hrs)

This course will examine the end-time prophecies of Revelation enabling students to unlock its symbolism and reveal Christ and His atoning work on Calvary and in the heavenly Sanctuary.

Studies in Prophecy: Revelation Part II (3 credit hrs)

This course will examine the more complex prophecies in Revelation, including the trumpets, plagues and the rapid movements that will happen right before the second coming.

Life and Teachings of Jesus (3 credit hrs)

This course covers the four gospels, including the background, authorship, and themes. The student will learn the main point of the OT “That these are they which testify of me” (John 5:39) by identifying OT Messianic and Christological typology.

The Sanctuary (3 credit hrs)

This course is a biblical study of the sanctuary truth and its relationship to the history and message of the Seventh-day Adventist Church. Special attention will be given to the sanctuary’s central theme of justification by faith, as well as challenging the critics arguments against a heavenly sanctuary message.

Church Leadership (3 credit hrs)

This course equips students with the principles and techniques necessary to successfully lead youth, fellow church members, employees, and others. The methods that Christ used to disciple, counsel, and guide people during his ministry on earth will be our pattern.

Literature Ministries and Outreach Director (1 credit hour)

This intensive covers principles and methods for starting and managing literature programs of all types (full-time, part-time, adult, free, youth), and Bible worker programs in a conference- wide setting. The focus of this course will be administrative principles for managing a conference ministry, as well as ideas and methods for integrating literature ministry with other conference ministry initiatives.

Student Life

Student Government

SOULS West's student government is composed of a committee made up of the men's and women's resident assistants, religious and social vice presidents, student body secretary/treasurer, student body president, and a faculty advisor.

The student government is responsible to the faculty for the implementation of the student expectations as outlined in the bulletin and are also responsible for overseeing the clerical operations, facility upkeep, and activities carried out by students.

Student Expectations

Biblical Principles

Students are expected to live in harmony with biblical teachings and the guidelines of the Seventh-day Adventist Church.

Automobile Policy

Parking – Students must park their cars in designated parking areas. Vehicles can be ticketed or towed if parked in a no-parking zone.

Speed Limit – A campus-wide speed limit of 10 mph will be enforced. Speeding on campus may result in suspension of driving privileges.

Curfew

Although curfew is determined each year by the student government, a recommended curfew is as follows: 9:30 p.m. Friday through Wednesday nights, 10:00 p.m. Thursday night curfew.

Attendance

The focus of SOULS West is to train gifted and proven students in the area of leadership.

Program participation, class attendance and punctuality are the responsibility of each student. Students are required to participate in all assigned work/study responsibilities, scheduled classes and events. Failure to participate and/or tardiness will be dealt with on an individual basis in the student government.

Sabbath Observance

The Sabbath hours, from sundown Friday to sundown Saturday, are sacred and joyous times for spiritual renewal, public worship, and Christian fellowship. Secular activities (shopping, business, and distracting amusements) are to be avoided during this time. Attendance at worship services is required unless arrangements are made to accommodate special circumstances.

Forbidden Items

In no case may firearms, recreational drugs, tobacco, alcoholic beverages, pornography, gang symbols, or occult items be permitted in the housing, car, or possession of SOULS students. Discovery of such items is grounds for immediate dismissal without a refund.

Media items not permitted: video game systems (including violent games on cellular devices), non-Christian movies, anything not classified as easy-listening Christian music (where the rhythm is heavily accentuated over the melody and harmony).

Honesty

All students are expected to have a high standard of personal integrity. All forms of dishonesty, such as cheating and plagiarism, are grounds for dismissal without a refund.

Integrity should also be displayed in computer usage by avoiding accessing websites of questionable moral nature. Care must be taken in the use of SOULS and facility equipment. Integrity should also be shown in one's interactions with other students.

Weekend Leaves

Weekend leave requests will be reviewed and approved by the student government. The written leave request must be submitted to student government one week in advance of the intended leave. Emergencies will be dealt with on individual basis.

Computers

Students are encouraged to provide their own computer, though SOULS does have a computer lab for limited use.

Use your time and your computer wisely: use the internet, DVDs and videos for non-entertainment purposes only (i.e. homework and spiritual edification).

If not used responsibly, privileges such as internet access may be limited or removed. As with other areas of discipline, student government will deal with each situation individually.

Dress Code

Dress is truly individualistic. Each person has a right to his or her own likes and dislikes. SOULS West, however, reserves the right to require certain dress standards.

Due to the unique nature of this school, its environment, work, and ministry, students are asked to use the following dress code:

- **Neat:** Clean, ironed clothes and impeccable personal hygiene (daily showers, hair well-groomed, etc.).
- **Professional:** First impressions make lasting impressions and are extremely important as Christians and for door-to-door sales. Because of this, students are asked to dress professionally during school and off-campus work.
- **Men:** Cool slacks (no jeans), collared shirts (no large advertisement emblems on shirts such as those associated with rock bands, colas, sports, etc.). No jewelry, please.
- **Women:** Dresses, skirts (loose-fitting, full-length dresses or skirts are encouraged), blouses with sleeves, (no large advertisement emblems on shirts such as previously listed above). No jewelry, please.

Modesty

Modesty is a part of the Christian life and in this area they should be particularly separated from worldly dress. Clothes should not be tight fitting or revealing in any way. This is not only very important for personal safety on the streets, but it is also important to help others follow Philippians 4:8. Shorts worn outside of the classroom or during non-work hours must be loose fitting and cover the thigh.

Our belief in Christ's death and soon coming separates the Christian from the world. This is shown in all aspects of life. Dress is a major area which distinguishes a Christian as different. Students are asked to study dress and its principles from the Bible and Ellen G. White's writings.

Music

Music has the potential to be spiritually uplifting or debilitating. Music played in public must be easy listening, Christian music. Personal music choices should be based on the spirit of the artist, the inspirational character of the music, and the lyrical content, abiding by biblical principles.

Health Insurance

SOULS does not provide health insurance for students. Each student is responsible for his/her own health insurance and/or healthcare costs.

Dating Policy

The mission of SOULS West is to apprentice youth for the purpose of creating strong future leadership within the Seventh-day Adventist Church. One of the greatest temptations to leaders and the downfall of many successful leaders is the inability to relate properly to the opposite sex.

In the last thirty years divorce has increased 250% and Christians have not been exempt. Today's leaders are especially prone to these types of failures simply because of the extra stress that leadership responsibilities place on marriage and family life. It is with the hope that SOULS West can instill principles that create strong marriages and families among leadership that the following guidelines are made.

SOULS West recognizes that courtship and marriage are God-ordained gifts to restore the image of God in man. To promote mature courtship and discourage immature infatuation, thus protecting the future success of couples we ask that:

- 1 All male-female relationships on campus are conducted with an overt, not covert, nature.
- 2 All male-female relationships seek a godly, experienced counselor that is mutually acceptable to the couple and SOULS West faculty.
- 3 Couples enhance the relationship's potential by strengthening their verbal communication skills in advance of the physical aspects of communication. Therefore, SOULS West asks that all couples refrain from all physical expressions of affection.
- 4 All couples commit to study the principles of courtship and marriage as found in the Bible and the Spirit of Prophecy.
- 5 Refusal to follow these guidelines is grounds for probation and/or dismissal.

Because of the challenging nature of the leadership-training program, students are asked to refrain from developing a male-female relationship until they have completed the Marriage and the Family class offered by SOULS West.

Student Dismissal

Students are asked to assist the staff and other attendees by manifesting a cooperative, harmonious attitude. Students must complete assignments by the date requested, meet community outreach goals, and abide by written rules as outlined in this handbook. If you have concerns, questions, or special circumstances, please discuss them with SOULS administration. Every effort is made to carefully resolve such issues.

SOULS West reserves the right to dismiss a student, without a refund, who fails to abide by SOULS West guidelines.

Disciplinary Procedures

Most students do not encounter disciplinary action while attending SOULS West. It is our policy that each situation be treated on an individual basis, in a Christian manner, and with the least possible personal embarrassment and disruption of the student's education. Violation of SOULS West's guidelines could result in disciplinary action. If a student comes under disciplinary action by violating SOULS regulations and policies, the administration will seek a solution to the problem and obtain appropriate support that may involve contacting the student's parents, restitution and any one of several levels of discipline. Discipline does not necessarily proceed consecutively through each of the following levels.

- 1 Verbal and/or written warning from an SOULS West student government or faculty member for a minor offense.
- 2 Reprimand with restriction of privileges
- 3 Monetary fine or other restitution
- 4 Behavioral contract
- 5 Dismissal from SOULS West

If a student is called before the student government discipline committee the student will receive:

- Notification of the complaint, and the time and place of a hearing.
- Advisement of the right to appear and/or be represented by a member of SOULS faculty as an advocate, and/or a non-voting student advocate.
- Advisement of the right to appeal. Any appeal must be filed within 48 hours of the discipline committee's decision.
- Following any action, the student will be notified by the discipline committee chairperson, the student government staff advisor, or the director of SOULS West. Parents may be notified if any student violates SOULS' policies and/or if discipline threatens their stay in school. Copies of the official statement of disciplinary action will be placed in a personal file and sent to the student's parents as appropriate. A student may file a written response at any time to be placed in his/her personal file.

Refund Policy

If you are dismissed for willful refusal to follow SOULS' policies as listed in this handbook or shared with you throughout the SOULS course there will be no refund of monies already paid to SOULS.

If a student wishes to leave the program by their own choice within the first 15 days of the program, that student will receive a 50% refund of the original tuition deposit. If a student wishes to leave the program by their own choice after the first 15 days there will be no refund of the original tuition deposit. Students will be billed \$225 for each week beyond the first 30 days of the program.

Overnight Guests and Visitors

Guests and visitors are welcome on the campus of SOULS West provided the following guidelines are observed:

- 1 All guests and visitors must check in with the office at Camp Yavapines as soon as they arrive. Because there may be other groups at the camp while SOULS West is in session, it is important for the camp office to know who is on the premises and to which group they belong.
- 2 If visitors wish to spend the night, arrangements must be made with the Camp Office unless a SOULS West faculty member has already made arrangements.

Overnight guests and visitors must check in with the men's or women's dean, respectively.

If a guest room is required, accommodations must be pre-arranged with Camp Yavapines. Camp Yavapines guestroom reservations can be made by calling (928) 445.2162.

Work-Study Program

Literature Evangelism Industry

The God-ordained outreach of literature evangelism not only helps students pay for their education at SOULS West, but more importantly it teaches responsibility, economy, self-discipline, and helps to enhance spiritual growth.

It also provides a foundation from which other personal evangelism methods can be taught. All students are required to participate in scheduled literature evangelism efforts.

Life Application Training

To provide opportunities in leadership and a diversity of skill development, students will be given responsibilities in classroom teaching, literature distribution, developing and giving Bible studies, and school operations.

Students may be required to participate in various tasks such as facility cleaning, cooking, remodeling, gardening, and a variety of other practical chores. These chores are intended to teach life skills, and will provide many opportunities for students to learn leadership as they share the responsibility of overseeing other student workers.

Financial Policies

- 1 A non-refundable application fee of \$25 is required when an application is submitted.
- 2 The account from the previous year must be settled before the student is permitted to enroll for the next school year.
- 3 Students must provide \$2,000 as a deposit toward their tuition for the current year at registration. Any remaining balances from previous years must be paid in full.
- 4 The expenses of tuition, room and board are included in the annual tuition of \$8,880. A 10% discount will be given for accounts that are paid in full by the summer at the end of each school year. Personal expenses such as books, phone, laundry, email, and sundries are the responsibility of the student.
- 5 Students are required to drive school-owned or rented vehicles. The Pacific Union Conference has purchased a special insurance that allows individuals under 25 to drive our vehicles. All students are required to pay a \$300.00, non-refundable fee to cover insurance costs.
- 6 Checks are to be made payable to SOULS West. A \$25 fee will be charged to the student for bounced checks. Tuition statements are available upon request.
- 7 Each student's account must be current to participate in graduation services, receive certificates, request transcripts, or to register for additional courses.
- 8 SOULS West reserves the right to change tuition rates at any time to absorb changes in operation costs.
- 9 Students withdrawing from SOULS West prior to the end of a term will be charged a prorated fee based on the number of weeks the students attended as of the date that the school office receives the drop notification. A student who has completed 75% or more of a quarter will be charged the full quarter's fees. Tuition is charged based on two class quarters. Refunds for paid tuition will be issued after the finance department has completed calculation of all charges.

Contact Information

Phone Numbers:

Registrar – 480.283.3212

Fax – 928.445.8043

Camp Yavapines – 928.445.2162

Email:

soulswest@gmail.com

Website:

www.soulswest.org

Mailing Address:

P.O. Box 10036 Prescott, Arizona 86304

Physical Address:

2999 Iron Springs Rd. Prescott, Arizona 86305

Please use the physical address for packages delivered via FedEx or UPS.

Directions

Location: SOULS West is located on the west side of Prescott, Arizona, nestled up against the Prescott National Forest.

If you are coming from the south:

1. Take Interstate 17 North out of Phoenix.
2. Exit on State Hwy 69 heading north toward Prescott.
3. Turn right onto Fain Rd. just past the small down of Dewey.
4. Fain Rd. turns into Pioneer Parkway keep going until the road T's.
5. At the T, turn Left on Williamson Valley Rd.
6. Camp Yavapines/SOULS West is about 1/4 mile down on the left. You will see three crosses at the entrance behind a white fence.

If you are coming from southern California:

1. Take Interstate 10 East into Arizona.
 2. Take US 60 N to State Hwy 71 (just east of Aguila).
 3. In Congress, take State Hwy 89 toward Prescott.
 4. In Prescott, Hwy 89 eventually turns into Iron Springs Rd. 5. Follow Iron Springs Rd. 1/4 mile past Williamson Valley Rd.
- Camp Yavapines/SOULS West is on the left. You will see three crosses at the entrance behind a white fence.

If you are coming from central California or from the north:

- 1 Enter Arizona on Interstate 4- and proceed to Hwy 89 in the little town of Ash Fork.
- 2 Go south on Hwy 89 until you come to Prescott.
- 3 Turn Right onto Pioneer Parkway.
- 4 Turn Left at the T unto Williamson Valley Rd.
- 5 Turn Right onto Iron Springs Rd.
- 6 Camp Yavapines/SOULS West is about 1/4 mile down on the left. You will see three crosses at the entrance behind a white fence.