

# STUDENT HANDBOOK

2023-2024



INTERNATIONAL THEOLOGICAL SEMINARY

540 E Vine Ave. West Covina, CA 91790  
[www.itsla.edu](http://www.itsla.edu)

# INTERNATIONAL THEOLOGICAL SEMINARY

## Student Handbook

We want our students to enjoy their student life and be enriched by sharing their life with a multicultural student community. We thank God for the two dorms that provide the housing for our students with all the facilities for a comfortable community life. The ITS Student Body Association provides the opportunity to the students to worship together and get involved in various programs and activities to learn and to grow in different dimensions of their life.

Our students are guided to develop themselves in their spiritual, personal, emotional, and ministry dimensions. We help them to get connected with the local churches and be involved under the mentorship of the pastor. The Personal Development Plan guides them through this process of development.

This Student Handbook provides the information on all these features of student life at International Theological Seminary.

## Student Government

### **Student Government Constitution and By-laws**

#### *Organization*

ITS students are organized into an association called ITS Student Body, which is structured as follows: the Student Body Council and the Student Body Executive Committee. Its purposes are:

To foster the integration of all ITS students in the community, and giving the members of the institution a sense of belonging as a spiritual family,

1. Develop strong Christian character,
2. Maintain the vision, and the calling of God in ministry, and
3. Address the day-to-day needs of its members.

Its jurisdiction extends to matters pertaining to on-campus life. Its goal is to help the ITS Student Body to abide by the rules and guidelines as provided in the Student Handbook and all subsequent and additional instructions given by the ITS administration.

### *Article 1 Definitions*

The different organs of ITS Student Body are defined below:

#### The Student Council

The Student Council is the meeting of all ITS students when the required quorum is met. It is the decision-making organ. Its jurisdiction extends to the extra-curricular activities of the students and matters of minor importance pertaining to their life together on campus. It shall not concern itself with issues related to the legal status or the academic standing of a student, matters that belong to the Administration of the seminary and the officers rightly appointed to handle them.

#### The Student Body Executive Committee

The Student Body Executive Committee is the executive branch of the students' organization. It concerns itself with the day-to-day functioning of the organization, implementing and following up on the decisions of the Student Council and instructions from ITS Administration. The Student Body Executive Committee is responsible for planning and executing all the programs and activities of student life at International Theological seminary.

### *Article 2 Structure of And Rules Governing the Different Organs*

#### A. The Student Body Council

The Student Body Council comprises all ITS students who are duly registered in a course every quarter. A meeting of the students shall be considered a Student Body Council when it meets the following criteria:

- 1) It is called by the Executive Committee at least a week before the due date
- 2) It is chaired by the Student Body President
- 3) The number of the students attending represents 50%+1 (i.e., 50% of the total of students plus one student, which is different from 51%).

The decisions of the Student Council are made by a simple majority vote (50%+1). If the vote is pared at 50-50, the Student Body President shall cast the last vote to determine the issue.

The meeting of the Student Council shall be held at least once per quarter.

## B. The Student Body Executive Committee

1. The Executive Committee is composed of the following officers elected by the Student Body Council:

- a) President
- b) Vice-President
- c) Chaplain
- d) Secretary
- e) Treasurer
- f) Dorm Manager
- g) Kitchen Manager
- h) Coordinator of Social Activity

All officers of the Executive Committee shall be elected for a one-year non-renewable term.

These officials shall be elected in the spring quarter and be sworn in at the end of the quarter.

The new Executive Committee assumes responsibility immediately after the ITS graduation and until the next ITS graduation in the following year.

### 2. Responsibilities of the President of the Student Executive Committee (EXCO)

The President is the overall supervisor of the rest of the Student Executive. Moreover, the president

- a. Represents the student body to the administration
- b. Provides reports to the Student Body and to the administration
- c. Organizes with the SBEC students' extra-curricular activities
- d. Oversees student complaints/concerns with the rest of the EXCO members
- e. Provides regular feedback to the Vice-President for Student Life
- f. Presides over the meetings of the EXCO and the Student Council
- g. Authorizes all student expenditures
- h. Provides leadership in the day-to-day student activities
- i. Accountable to the ITS administration

### 3. Responsibilities of the Vice-President

- a. Replaces the President in case of vacancy
- b. Assumes all his responsibilities in absence of the Student President
- c. Performs any duty as assigned by the President of the student body

### 4. Responsibilities of the Chaplain

- a. Prepares chapel programs and preaching roster
- b. Helps to plan and promote creative chapel programs

- c. Supervises the day-to-day operations of chapel
- d. Works with those responsible for the musical and technical aspects of chapel
- e. Serves as chaplain for the Seminary by assisting the student body President with matters relating to spiritual formation
- f. Conducts pastoral functions in the chapel as the need demands
- g. Other duties as assigned by the Vice-President of Student Life
- h. Accountable to the President of student body

#### 5. Responsibilities of the Secretary:

- a. Documents minutes of all meeting  
Writes and publishes all decisions, and instructions under the supervision of the student body President
- b. Reads minutes during meetings
- c. Calls for EXCO and Student Council meetings in consultation with the Student President
- d. Performs other duties as assigned by the Student President

#### 6. Responsibilities of the Treasurer

- a. Keeps records of all incomes and expenditure of the Student Body
- b. Gives regular financial reports
- c. Co-signs with the president all expenses

#### 7. Responsibilities of the Dorm Manager

The Dorm Manager is ex-officio member of EXCO as he/she is appointed by the school and works under the supervision of the Vice-President of Finance and Operations.

- a. Oversees the maintenance of the dorm
- b. Makes duty roster for cleaning of the dormitory
- c. Provides essential amenities in the dorm including the kitchen and the restrooms
- d. Allocates accommodations to students in consultation with the Vice-President of Finance and Operations
- e. Reports any major repairs to the school administration
- f. Manages the cleaning of the dorm premises such as the yard, swimming pool, etc.

#### 8. Responsibilities of the Kitchen Manager

- a. Make arrangements to order and pick up the food for Community Lunch on Tuesdays
- b. Make ongoing arrangements to pick up the food donation offered by different churches and organizations

- c. Be responsible for proper distribution of all personal and food items donated to the students
- d. Be responsible in working with the school in all the food arrangements made for special programs
- e. Be responsible for making sure the place is cleaned up after every meal with help of the students

#### 9. Responsibilities of the Coordinator of Social Activity

- a. Organizes sporting activities
- b. Arranges students' picnic programs
- c. Promotes social interaction between the school and church communities
- d. Works with student EXCO to organize the ITS Cultural Day
- e. Be in-charge of sports equipment of the school

#### *Article 3 Student Elections*

To provide an intentional election process, the following steps will be taken to appoint students to the Student Executive Committee:

1. The EXCO will serve as the nominating committee by convening a meeting to nominate students for positions on EXCO. The selection of students will be based on the following criteria:
  - a. Mature Christian character
  - b. Gifting—the aptitude and skills for the related position
  - c. Residence—In most cases, students who are nominated for local responsibilities should be living in residence at ITS
  - d. Academic—elected students must have and maintain a 3.0 GPA grade to be on EXCO.
2. The EXCO will approach the nominated students who are asked to seriously consider standing for the student elections. Those who are asked to consider being nominees give their decision to the members of EXCO.
3. One week before elections, the names of the nominees are posted on the bulletin board for the student body to be informed.
4. Students may take the initiative by approaching and asking other students to stand for positions on EXCO. If a student agrees to allow his/her name to be presented for the election, the student who took the initiative will present the name of the nominee to the student body during the elections.

5. On the day of the elections, the following steps will be followed:
  - a. A member of EXCO will present the names of the candidates nominated by EXCO.
  - b. The floor is open for further nominations by students. Only names of students who were previously contacted and agreed to allow their names to be proposed for nomination can be presented to the student body. No nominations from the floor without a student's prior consent will be allowed.
  - c. Once the nominations close, elections will be held for each position. The student who receives most votes is elected to EXCO.
6. The names of the new EXCO officers will be posted on the bulletin board.
7. Newly elected EXCO officers begin their responsibilities after the ITS graduation in June.

#### *Article 4 Student Grievances*

##### *Student Grievances*

There are two types of student grievances:

##### *1. Academic grievances*

Students who have an academic complaint are encouraged to contact the instructor directly to resolve the complaint. If this contact does not resolve the academic complaint, the student is encouraged to make an appointment with the Vice-President for Academic Affairs so that the complaint may be officially registered, and solutions discussed.

Students who have serious grievances should submit his/her complaint in writing to the Vice-President for Academic Affairs. The Administrative Council (President, Vice-President for Academic Affairs, Vice-President for Students' Life and Vice-President for Operations and Finance) shall discuss and act on the matter in its next available meeting. A written response will be developed and forwarded to the student within ten days after the meeting. The decision of Administrative Council is final.

Issues regarding questions and disputes about grades must be finalized within two weeks of the issuance of the grades.

##### *2. Non-academic grievances*

- a. Among students.

Whenever a grievance among students arises, a 3-fold process will be utilized:

Students are expected to settle the grievance among themselves.

If the grievance among the students is not resolved among themselves, the grievance is to be taken and addressed by the members of the Student Executive Committee (EXCO). After making their decision, they will address the involved students.

If the student grievance is still not resolved, the grievance will be taken to the Vice-President for Student Life who will take the steps to resolve the grievance. If necessary, the Vice-President for Student Life will take it to the Administrative Council for further discussion and decision.

b. With staff and/or faculty.

Whenever the student has a grievance with a staff and/or faculty member, the student should put the grievance in writing and present it to the Vice-President for Student Life. He/she will subsequently take the letter of grievance to the Administrative Council which will respond to the grievance by communicating with both the staff and/or faculty member and the student(s) in an appropriate manner to resolve the grievance.

#### *Article 5 Review of The Constitution and By-Laws*

This Constitution may be reviewed at any time. The reviewing committee shall be constituted of five elected members. Amendment to the Constitution and By-Laws require a 75% majority vote.



## STUDENT LIFE IN ITS DORMITORIES

### **A. Student Responsibilities:**

1. Students are responsible to cooperate with the Dorm Manager in taking care of the property.
2. Students are required to use the rooms and the beds assigned to them and keep them clean.
3. Students are required to fulfill their duties following the roster prepared by the Dorm Manager for cleaning and maintaining the common areas such as kitchen, living room, and bathrooms.
4. Students are expected to be careful and responsible in using the furniture and electrical appliances.
5. Students should be responsible in using electricity by switching off lights and air-conditioning when not necessary.
6. Students are expected to work with the Dorm Manager in taking care of the yard and the swimming pool.

### **B. Student Behavior:**

1. Students are expected to respect each other and live as a community of Christian brothers and sisters called to serve the Lord.
2. Students should try to understand and accept the diversity of cultures we represent and live together in unity and harmony.
3. Students are expected to exhibit proper attitude and behavior toward the opposite sex and maintain mature Christian relationship between each other.
4. Male students are not allowed to visit the dorm of the female students and female students not to visit the dorm of the male students after 10:00 pm at night.
5. Students are encouraged to resolve the practical problems arising out of personal/cultural differences in the spirit of Christ to maintain peace in the community living.
6. Students should understand that the rooms of the dorm are primarily for the use of ITS students and not to be shared with family or friends to stay.

7. Family and friends are allowed to visit the residents of the dorm if it does not cause any inconvenience to others.

8. No outsiders (including family and friends) are allowed to use the swimming pool in the ITS student dormitory.

9. Students are encouraged to practice spiritual values and priorities in their personal and community life in the dormitory.

10. Any grievance among the students must be resolved following the procedure provided in the Student Government Constitution and By-laws.

## International Theological Seminary

### DORMITORY RENTAL AGREEMENT

NAME \_\_\_\_\_

DORM RM. \_\_\_\_\_

RENT RATE. \_\_\_\_\_

Program \_\_\_\_\_ CHECK-IN DATE: \_\_\_\_\_

The Student and School acknowledge that the following rules and regulations are in full force and effect for the attached leased premises, that the rules are to promote the convenience, safety, peace, and welfare of the students in the premises, preserve the school property from abusive use, and make a fair distribution of services and facilities held out for the students generally. The student acknowledges that these rules are sufficiently explicit in the prohibition, direction, or limitation of the student's conduct to fairly inform the student of required conduct and the student acknowledges notice of these rules when entering into the housing contract. This acknowledgement is indicated by the student's signature below.

### **A. General Conduct Regulations**

#### **1. Disruptive Behavior/Complicity**

a. Behavior that disrupts or interferes with the orderly functions in or around the On Campus Housing community is prohibited. Additionally, acts or behaviors that disrupt or interfere with others' normal use of facilities or privileges are prohibited.

b. Encouraging or permitting others in the commission or attempted commission of misconduct is a violation of the On Campus Housing Regulations. Students are expected to notify Dean of Students and the Administration Office of the misconduct and/or remove themselves from the situation.

#### **2. Chemicals, or Highly Combustible Materials**

Chemicals, explosives, or highly combustible materials that are potentially dangerous or damaging to the buildings or their occupants are prohibited in and around the On Campus Housing facilities. These include, but are not limited to, firecrackers, gasoline, vehicle batteries, and/or unauthorized pesticides.

#### **3. Fire Safety**

Students are required to evacuate Campus facility immediately upon the sound of the smoke alarm until the dormitory manager check out the premises. Room doors, fire doors, hallways and stairwells may not be obstructed. Activating false smoke alarms or misusing or tampering with fire or safety equipment (fire extinguishers, smoke alarms) is strictly prohibited.

#### **4. Guests**

- a. ITS housing is provided exclusively for the residents only. Resident hosts are expected to be always present with their guests. Residents are fully responsible for the conduct of their guests. Guests may be required to leave the On Campus Housing community for violating dormitory regulations or causing a disruption within the On Campus community.
- b. Absolutely NO overnight guests inside dormitory or any public area.

#### **5. Misuse of Property/Theft/Vandalism**

Unauthorized possession, use or misuse, removal, defacing, tampering, damage or destruction of Seminary property or the property of others is prohibited.

#### **6. Noise**

- a. All residents and guests are expected to be considerate of noise levels, 24 hours a day, seven days a week. Noise (including but not limited to voices, amplified music, televisions, musical instruments, radios) must be maintained at a level which does not always disturb any other resident. Residents are expected to comply with the requests of others to always reduce noise levels. Noise should be kept to a minimum, regardless of established quiet hours.
- b. Quiet Hours are from midnight to 7:00 AM Sunday through Friday and midnight to 8:00 AM on Saturday. All other hours are courtesy hours during which the dormitory must be quiet enough for residents to study or sleep.

#### **7. Security and Emergency Systems**

Tampering with, or bypassing the safety, security and entrance systems of On Campus facilities (including but not limited to, propping open, forcibly opening, or unauthorized use of any facilities storages, high voltage mechanical room, emergency and exterior doors) is prohibited.

Room doors must be closed and locked when the room is unoccupied, and no resident of that room is in the immediate vicinity or when occupants are sleeping.

#### **10. Threatening Behavior**

Conduct that threatens the health and safety of oneself or any other person in or around the On Campus Housing community is prohibited. Students are expected to notify Dean of Students and the Administration Office of such incident within 72 hours.

## **B. Facilities Regulations**

### **1. Bicycles**

Bicycles may only be stored in designated area. ITS is not responsible for lost, damaged or stolen items of Bicycles and valuables.

### **2. Computer and Internet Use**

Absolutely NO CABLE wires outside or inside the dormitory rooms. All connections must be done wirelessly. Access code may be requested from the IT Manager. The IT Manager is the only authorized person to change the router settings. Students are responsible for any damage on wall/ceiling/flooring and the cost to remove these cables.

### **3. Fire Hazards**

Open flames (including candles and incense), combustible decorations and chemicals, multiple (“octopus”) electrical adapters and electrical appliances are prohibited in student rooms. No barbecues are permitted on the roof deck. Electrical heating and cooking appliances such as coffee makers, hot pots, hot plates, toasters, toaster ovens, and microwave ovens are not permitted in dormitory room. Mini fridges are NOT permitted. No cooking unit is allowed. Portable air conditioning units are also prohibited.

### **4. Furniture**

Furniture (including mattresses, bookshelves, chairs, fan etc.) may not be removed from student rooms of original assignment in the On Campus Housing facilities. To ensure proper stabilization and anchoring for earthquake safety, furniture and fixture within the dormitory room may not be unassembled. Room layout and Bed adjustment requests will be assessed a Housing fee per request and approval from the Administrative Office is required. This fee covers both the cost of the requested alteration and the returning of the bed to the original configuration upon move-out.

### **5. Hallway Use**

For health and safety reasons, hallways, stairwells, and walkways are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage.

### **6. Inspections**

ITS Administration Office reserves the right to inspect all rooms in order to ensure compliance with occupancy, maintenance, and health and safety regulations. V.P of Administration and Dorm Manager conduct monthly routine Health and Safety inspections per room throughout the year as necessary.

## **7. Keys and Locks**

A room key is the responsibility of the assigned resident. A room key is not to be duplicated, loaned, or furnished to any other person. Doors, door jambs, and locking mechanisms are not to be altered or tampered with in any way, especially in ways that would preclude doors from latching. This includes, but is not limited to, doors on resident rooms, lounges, bathrooms, and exits/entrances. Lost and missing keys and altered or damaged locks can result in lock replacement at the expense of the resident. Installation of additional door locking mechanisms (e.g. deadbolt latches, chains, etc.) is prohibited and will be removed at the expense of the resident. \$25 to replace each lost key.

## **8. Parking**

All vehicles parked at dorm must register with the school administration and dorm manger.

## **9. Public Area Care**

Persons are to place waste products in ground floor trash bin. Residents may not use the public area (kitchen, restrooms etc.) trash receptacles to dispose of their room trash. Furniture, and other public area furnishings, i.e., kitchen knives, pots pans, kitchen storage bins etc., should only be used in the manner for which it has been designed and must remain in the public designed areas to which it has been assigned. Residents who observe facilities being damaged or furnishings being removed have a responsibility to seek staff assistance.

## **10. Refrigerators and Bins**

All refrigerators and assigned bins must be cleaned, emptied and unplugged during the summer recess. Refrigerators and bins are the sole responsibility of the residents.

## **11. Restrooms**

In buildings with community restrooms, restrooms of women and men dormitories are to be used only as designated by male and females. Dormitory restrooms are the sole responsibility of the residents.

## **12. Room Behavior**

Residents are responsible for all behavior which occurs in their respective Residence Room. Room occupants will be required to pay for any damage or excessive cleaning to any part of their room, including but not limited to furniture, fixtures, doors, and screens. Report any damages so that repairs may be made.

**13. Room Occupancy**

A maximum occupancy is assigned to each room. The Administration Office will continue to assign available space in assigned rooms to new coming student and may fill the space at any time. Residents are required to keep the open space clean and ready for the student assigned to the space.

**14. Walls, Doors and Vents (Decorating)**

All decorations, posters, notes, etc. may only be attached with removable tape. To prevent any damages, tape, nails, or screws may not be applied to any part of the premises.

**15. Windows and Exterior Surfaces**

Screens are required to be always securely in place in all room windows. Lost or damaged screens are the responsibility of the resident. Safety latches on windows may not be bypassed or disabled. Exiting or entering through windows is prohibited.

**16. Pool Use**

Pool at Dorm located at 1212 S. California is only available to the residents at 1212 and 1128 S. California Ave., West Covina, CA 91790. The student is required to comply with the posted "Instructions for Pool Safety".

***Failure to abide by the above rules and regulations will result in disciplinary action. I acknowledge that I have read these Rules and Regulation and agree to abide by them.***

\_\_\_\_\_ \_\_\_\_\_  
**Name and Signature of Student** **Date**

\_\_\_\_\_ \_\_\_\_\_  
**ITS Representative** **Date**

.....  
**OFFICIAL USE ONLY**

*\*\* ITS Administration reserves all rights to interpret, modify the above said rules and regulations.*

## **Sexual and Other Unlawful Harassment**

International Theological Seminary is committed to a work environment in which all individuals are treated with respect. International Theological Seminary expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the International Theological Seminary's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the International Theological Seminary

Harassment on the basis of any other protected characteristic is also strictly prohibited.



**Complaint Procedure:**

International Theological Seminary strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

James S. Lee, President

626-653-9547

[James.lee@itsla.edu](mailto:James.lee@itsla.edu)

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

**Retaliation Prohibited:**

International Theological Seminary expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

International Theological Seminary is committed to the advancement of information technology to facilitate learning and enhancement of ministry. These guidelines are created to maximize use of available technology and maintain integrity as scholars and Christians.

The guidelines cover the following area:

1. ITS Email
2. Computers, Copiers, and Printers
3. Internet and Social Media

### **Email**

Students, faculty, and staff shall be issued ITS email address @itsla.edu and shall be the primary address in all official correspondences and internal communications.

The use of ITS email is highly encouraged to promote our institution and to avail of discounts in many commercial establishments and for personal correspondences. However, no one shall use the ITS email account for the purpose of creating accounts in inappropriate websites (online dating, gambling, etc.) and activities that are deemed illegal.

No person shall access any other person's e-mail or data without permission.

Students may opt to keep their ITS email address after graduation and shall file a request to the email administrator to this effect. ITS reserves the right to deactivate email accounts of terminated faculty and staff members and dropped-out students. Accounts that have been inactive for more than 180 days shall also be removed. Reinstatement of deactivated accounts shall require electronic or written request to the email administrator or IT Director. Availability of contents of reinstated accounts is not guaranteed.

### **Computers, Copiers, and Printers**

All registered students shall have access to library computers, copiers and printers when available. Copiers and printers may be used at reasonable cost. Users are required log their use of the computers. Priority shall be given to students who are researching or typing their papers. No software or application shall be installed without the approval of the IT Director or his representative.

Personal files may be saved in the student's ITS Drive but not in the computer disk drive. IT staff shall wipe computer data content on a regular basis and without prejudice as part of computer maintenance.

No bootlegged software shall be installed in any computer. Students, faculty and staff are encouraged to use only legitimately purchased software or open source softwares.

While ITS treats every student as responsible Christian leader, school internet shall be equipped with filters that block inappropriate sites. Visit to pornographic sites shall not be tolerated and shall meet corresponding disciplinary action.

Photocopying and printing of materials are subject to existing copyright laws. The person using the photocopying equipment or printer shall be liable for any infringement.

### **Internet and Social Media**

Faculty, staff, and students are expected to maintain mature Christian character at all times. It is also expected that everyone to be above-reproach in their use of internet and social media. We maintain every person's freedom of speech. However, hateful posts, slanders, harassment, or any disparaging comments made in public are discouraged. Internal policies of ITS shall be discussed only in proper forum, not in social media. Faculty members shall maintain privacy and confidentiality of the students and shall not disclose or discuss about student grades or related matters in public or social

**INTERNATIONAL THEOLOGICAL SEMINARY**  
**PERSONAL DEVELOPMENT PLAN**  
(2023-24)

**RATIONALE:** As a student at ITS, we want you to be not only a learner in the classroom but also within the context of life and ministry. It is critical for you to experience an ongoing integration between your academic studies and the rest of your student life including involvement in a local church. For this integration to occur, it is important for you to attend and participate in the life of a local church.

We want you to develop in some significant areas of your life. To do so, we want you to write goals that will be important for your developmental growth in the various dimensions of your life—personal, spiritual, emotional, and ministry leadership skills. This holistic approach will contribute to your overall growth as a follower of Jesus Christ. This holistic development can best occur in the classroom, in community life at ITS, and in a local church.

**REQUIREMENT:** Since personal developmental growth is so critical for our ministry, students are required to complete the Personal Development Plan forms and meet with the Vice-President of Student Life for counsel and direction. Every student is expected to work on the Personal Development Plan during the academic year. The student's continuation of studies, renewal of scholarships, and the eligibility for graduation depend on a satisfactory completion of the Personal Development Plan.

**PROCESS:** There are specific phases to the fulfillment of your personal development goals:

1) Establish yourself with a church within 4 weeks (by the end of September).

- For new students, we do not expect you to be involved in a specific ministry in a church in the first quarter. However, it is very important to make it known to the church leadership (pastor, elders) that you need to be involved in ministry while at ITS. Your 1st Quarter goals must demonstrate how you will take steps toward ministry participation in the church.
- For returning students, we expect you to identify your ministry (it may be what you have previously done in the church, or it may be a new ministry) and establish ministry leadership goals within the first quarter.
- Our Church Relations Directors, Mr. Jay Thompson and Rev. Shouming (for Chinese students) can help you in this process.

2) Sign the Covenant Document with the pastor of the church you have decided to be involved and start functioning under his mentorship for following the Personal Development Plan.

3) Complete the Personal Development Plan to establish significant goals for the school year. By the end of the school year, we want to see how you have developed in significant areas. To establish your goals, they must be:

- Realistic. Your goals must be reasonable and at the same time the goals must “stretch” so there is development in your life. In other words, do not establish goals that do not help you to develop as a person.
- Measurable. Your goals must not be vague (e.g. “My goal is to grow closer to God”). Instead, the goals must be either quantitative (e.g. “I will exercise 3 times per week by doing....”) or specific (e.g. “I will work on the ministry skill as a team player by focusing on 3 key aspects of teamwork”)

4) Meet with the VP of Student Life in October to discuss your Personal Development Plan. In the case of your inability to meet in person, send a copy of your plan to the VP of Student Life. It is possible you may have to revise your goals so that they are satisfactory for your growth as a Christian leader.

5) Meet with the VP of Student Life at the end of the academic year to evaluate your progress with your Personal Development Plan.

**STUDENT INFORMATION:** Please complete the following information for the records.

Student’s Name:

Academic Year:

Church Name:

Church Address:

Phone #

Mentor’s Name:

Phone #

Email:

## **I. SPIRITUAL DEVELOPMENT**

### **A. GOALS**

State three goals (one per quarter) you want to focus on to develop your personal spiritual life. Be sure to give some specific ways you will be able to measure each of these goals.

**1st Quarter**

**2nd Quarter**

**3rd Quarter**

### **B. RATIONALE FOR THESE GOALS**

Describe the reason why you want to develop each of these goals in your life. They may be due to a specific personal need, an area you want to explore, or an area you want to improve.

**1st Goal**

**2nd Goal**

**3rd Goal**

## **II. EMOTIONAL DEVELOPMENT**

### **A. GOALS**

State three goals (one per quarter) you want to focus on to develop the emotional well-being in your life. Be sure to give some specific ways you will be able to measure each of these goals.

**1st Quarter**

**2nd Quarter**

**3rd Quarter**

**B. RATIONALE FOR THESE GOALS**

Describe the reason why you want to develop each of these goals in your life. They may be due a specific personal need, or an area you want to improve.

**1st Goal**

**2nd Goal**

**3rd Goal**

**III. PERSONAL LIFE**

**A. GOALS**

State three goals (one per quarter) you want to focus on to develop your personal life. Examples may include: reading, exercise, sabbath-keeping. Be sure to give some specific ways you will be able to measure each of these goals.

**1st Quarter**

**2nd Quarter**

**3rd Quarter**

**B. RATIONALE FOR THESE GOALS**

Describe the reason why you want to develop each of these goals in your life. They may be due a specific personal interest, or an area you want to improve in your personal life.

**1st Goal**

**2nd Goal**

**3rd Goal**

**IV. MINISTRY LEADERSHIP SKILLS**

**A. GOALS**



State three goals (one per quarter) you want to focus on to develop your ministry leadership skills. Be sure to give some specific ways you will be able to measure each of these goals.

**1st Quarter**

**2nd Quarter**

**3rd Quarter**

**B. RATIONALE FOR THESE GOALS**

Describe the reason why you want to develop each of these goals in your life. They may be due a specific personal interest, or an area you want to explore for ministry.

**1st Goal**

**2nd Goal**

**3rd Goal**

## **Personal Development Plan Mentoring Covenant**

We believe it is important for students to experience an ongoing integration between academic studies and the rest of student life, including involvement in a local church. For this integration to occur, we expect that a student attend and participate in the life of a local church and thereby get into a Covenant Relationship with the Pastor of the church.

In addition to this Covenant Relationship with a Pastor/Mentor and Congregation, students are required to complete the Personal Development Plan forms and meet with the Vice- President of Student Life for counsel and direction. Students will meet with the VP for Student Life at the end of the academic year for discussion and evaluation. The student's continuation of studies, renewal of scholarships, and the eligibility for graduation depend on a satisfactory completion of the Personal Development Plan and mentorship of the local church pastor.

### **COVENANT:**

The student is to establish a relationship with a church within 4 weeks of the Fall quarter (by the end of September).

- For new students, we do not expect you to be involved in a specific ministry in a church in the first quarter. However, it is very important to make it known to the church leadership (pastor, elders) that you need to be involved in ministry while at ITS. Your 1st Quarter goals of the Personal Development Plan must demonstrate how you will take steps toward ministry participation in the church.
- For returning students, we expect you to identify your ministry (it may be what you have previously done in the church, or it may be a new ministry) and establish ministry leadership goals within the first quarter.

### **MENTORSHIP EXPECTATIONS**

- 1) A supervisory role is established by a pastor (mentor) to the student.
- 2) Meetings are scheduled to discuss ministry and do reflection (the frequency of these meetings will be determined by the pastor/student, but they are not to be less frequent than a quarterly basis. Weekly meetings are preferred). Discussion and reflection on spiritual development/formation should be a part of these discussions.
- 3) Opportunities are provided for the student to participate in ministry leadership and to learn all aspects of the church (preaching, meetings, administration, counseling, etc.).
- 4) The Personal Development Plan should be the focus of the mentoring relationship.

### **Covenant**

I, Pastor of \_\_\_\_\_ (congregation) agree to be a mentor to a student of the International Theological Seminary. I plan on meeting with the student and helping him/her discover his/her spiritual formation and growth as a Christian leader.

I, a student of the International Theological Seminary, agree to be supervised by the above pastor and participate in the life of the pastor's congregation. I plan on taking advantage of opportunities presented to me by my supervisor and congregation as I grow in my ministry experience.

By mutually consenting to this covenant, we (Supervisor and Student) hope to be enriched in our lives and ministries by the Holy Spirit's direction and supervision. We agree to pray for one another and to minister together in a spirit of Christian love.

Signed:

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Date)

Supervisor's Name and Phone Number \_\_\_\_\_  
Email address \_\_\_\_\_

Student's Name and Phone Number \_\_\_\_\_  
Email address \_\_\_\_\_

Congregation \_\_\_\_\_  
Address \_\_\_\_\_

(To be filled out after each quarter)

Please indicate quarter: Fall, Winter, Spring, Summer \_\_\_\_\_

Student's Name \_\_\_\_\_ Date of evaluation) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Congregation \_\_\_\_\_

These questions should be used in dialogue with the student and should be filled out together. Please use additional sheets to answer the following questions:

- 1) In what ways did the student grow spiritually, ministerially, and personally this quarter?  
(Please describe or give examples)
- 2) In what areas has the student excelled in ministry with the congregation?
- 3) In what areas does the student need improvement?
- 4) Describe your meetings/discussions with the student (what was the content and advice shared? What did the student learn and what did you learn as his/her supervisor?):
- 5) In what specific areas of ministry did the student participate?
- 6) What is your overall impression of the student and his/her giftedness for ministry?

If there are any concerns, problems, or areas that ITS needs to address with the student, please contact the seminary.

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